

Kentucky Association of School Administrators
Constitution and Bylaws

Article I—Name and Governance

The name of this organization shall be the Kentucky Association of School Administrators (KASA or the Association). KASA shall be governed by a Board of Directors (Board) and Executive Policy Council (Council) as set out in this document.

Article II—Objectives and Purposes

This organization recognizes that there is a common responsibility of leadership of administrative levels of education in Kentucky and that there is a need for concentrating the knowledge, judgment, and influence of all school leaders in matters affecting the quality of the education in the state.

The objectives of this organization are:

1. To study, and make members aware of, issues relating to education, and to establish and make public the positions of the organization as to these issues.
2. To establish close and continuous communication and cooperation in matters of mutual concern to all groups of school administrators;
3. To unify the professional efforts of the school leadership team;
4. To provide appropriate services for the members; and
5. To cooperate with other organizations in the promotion of effective education.

Article III—Membership

Section 1. Membership in KASA shall consist of the following categories: professional, premier, associate, emeritus, honorary, aspiring leader and school service.

Section 2. The Board, by policy, may establish relationships with other statewide groups representing specific segments of school administrators that comprise the KASA membership. These groups shall be designated as affiliates of KASA, and shall be subject to the benefits and obligations set forth in the policy governing affiliation as adopted by the Board.

Section 3. All persons who are employed as superintendents or administrators, as defined by KRS 161.720, in elementary and secondary schools and school districts, shall be eligible for professional or premier membership upon payment of annual dues. In addition, the following are also eligible for membership in KASA: (1) faculty and staff of teacher training institutions who are actively engaged in the training of teachers and school administrators; (2) professional staff members of any state agency that deals directly with matters related to public education; (3) professional staff members of any association which deals primarily with elementary and secondary education; (4) other certified or classified staff members in local school districts who perform administrative or supervisory duties as their major job function. Professional and

premier members shall have the right to vote and hold office and shall be eligible to receive legal assistance pursuant to KASA Board policy.

Section 4. Individuals who are actively involved in elementary and secondary education who are not eligible for professional/premier membership may become associate members by paying the associate membership dues. They shall be entitled to all privileges of membership, but shall not be eligible to vote, hold office or be a member of the Board, receive legal assistance funds, or serve on committees. In addition, persons eligible for professional/premier membership, pursuant to subsection (1) of Section 3, shall have the option to join as associate members, subject to these same terms and conditions.

Section 5. All professional and premier members of KASA, as defined in Section 3 of this Article, who have retired from service may have the privilege of emeritus membership in this Association. Emeritus members shall have all the privileges of associate members, except that they may vote, and may serve on the Board or on committees. Persons who have retired from service, but who return to work full or part-time in a position described in Section 3 of this Article, shall be eligible for professional or premier membership, rather than emeritus membership.

Section 6. Any persons who have made a significant contribution to the educational endeavor in the Commonwealth may receive honorary membership into the Association upon the recommendation and approval of the Board. Honorary members will have all privileges of associate members.

Section 7. Any individual enrolled in a school administrator training program at a teacher training institution may become an aspiring leader member upon the payment of aspiring leader membership dues and will have all the privileges of an associate member.

Section 8. School service membership shall be extended to manufacturers, distributors, and representatives of companies that sell school materials, supplies, equipment, and services; to architects; and to publishers of school books and their representatives. School service members shall have all the privileges of an associate member.

Article IV—Organization

Section 1. The membership of this Association shall be divided into regional groups. The boundaries of each region shall be determined by the Board.

Section 2. Each regional group shall set up its own organization best suited to its needs and consistent with the objectives and purposes of the Association as defined in Article II.

Article V— Officers

Section 1. The elected officers of this Association shall serve a term of one year, and shall consist of the following: President, President-Elect, and Vice President. The President-Elect and Vice President shall be elected at the annual statewide meeting of the Association and shall assume the duties of their respective office at the close of the meeting in which they are elected. The Executive Director shall serve as Secretary/Treasurer, a non-elected officer of the

Association, performing all necessary and customary duties of these offices. The Association shall provide a surety bond for performance of these duties.

Section 2. The President shall be the administrative officer of the Association and at the conclusion of his/her term of office shall remain as a member of the Board and the Council for one year as Immediate Past-President. The President shall preside at all meetings of the Association, the Board, and the Council.

Section 3. After serving a one-year term, the President-Elect shall become the President. The President-Elect shall succeed to the office of President if this office becomes vacant before the end of the regular term. Succession to the office of President during the term of office as President-Elect shall not limit regular succession to the office for a full year's term. The President-Elect shall preside in the absence of the President.

Section 4. The Vice President shall preside in the absence of the President-Elect and shall perform such other duties as may be directed by the Board or the Council. A vacancy occurring in the office of Vice President shall be filled by appointment to be made by majority vote of the Board present in a regular or called meeting.

Section 5. The Executive Director shall assist the Board and the Council in promoting the objectives and purposes of the Association and shall be responsible for the implementation of the Board's policies and objectives. The Executive Director shall be an official representative of the Association on matters pertaining to education issues.

Article VI—Board of Directors

Section 1. Each regional group shall elect one director whose term of office shall be for three years and shall end at the close of the statewide Association meeting. A director may be removed at any time by the appointing regional group, and shall vacate the office if no longer employed in the region. The region directors may not succeed themselves for additional terms. No school district or administrator role group shall represent a region for consecutive terms. Should a vacancy occur, the appropriate region group shall select a successor from the same administrator role group to fill the unexpired term. In the event that less than one-half of the unexpired term remains, the person so selected will be eligible to serve one full term in addition to the remaining portion of the unexpired term.

Section 2. The Board, by policy, shall set criteria for the selection or appointment of directors to represent affiliates and administrative role groups. The term of office of these directors shall be for three years. A director representing an affiliate may be removed at any time by the appointing affiliate. A director representing a role group may be removed by majority vote of the board. The directors may succeed themselves for one term. Their term shall expire as in Section 1 above, and shall become vacant if the director becomes employed in another role. Should a vacancy occur, a successor shall be selected pursuant to KASA policy to fill the unexpired term. In the event that less than one-half of the unexpired term remains, the person so selected will be eligible to serve two full terms in addition to the remaining portion of the unexpired term.

Section 3. Should any category of active KASA members not be represented on the Board, for whatever reason, then the President shall appoint an appropriate director to represent that category of active KASA members. The President may also appoint ex officio directors as deemed necessary. The term of office for directors appointed pursuant to this section shall be in accordance with the provisions of Article VI, Section 2.

Section 4. All members of the Board shall be either professional or premier members of KASA during the school year immediately prior to their election to the Board, and during their entire term of office. One time per year, any board member who is unable to attend a meeting may designate another professional or premier KASA member to attend as a substitute, subject to the approval of the KASA President. The substitute may take part in all board business, including voting on issues before the Board.

Section 5. The Board shall meet in person at least twice annually in regular meetings.

Section 6. The President shall have the authority to call special meetings of the Board. The Executive Director, with the approval of the President, shall have the authority to call special meetings of the Board. A special meeting of the Board may be conducted through suitable electronic means, subject to the discretion of the President, and notice to all members of the Board.

Section 7. The directors shall be elected prior to the statewide meeting and then shall assume office at the close of the statewide meeting.

Section 8. The duties of the Board shall be to:

1. Establish Association policies and objectives.
2. Employ the Executive Director and determine the terms of his/her contract.
3. Approve the annual budget of the Association.
4. Establish the position of the Association on critical matters of public policy related to education.
5. Establish committees or other entities as it deems necessary.
6. Adopt the agenda for the annual meeting of the Association and determine the date, time and place of the meeting;

Section 9. If any member of the Board is absent for three (3) consecutive meetings without cause, a vacancy shall be declared and a successor shall be selected pursuant to KASA policy to fill the unexpired term.

Article VII—Executive Policy Council

Section 1. The Council shall be composed of the elected officers of the Association, the Immediate Past-President of the Association, five members of the Board selected pursuant to policy, and any representative appointed by the President in accordance with the provisions of Article VI, Section 3. Members of the Council shall assume office at the close of the annual statewide meeting of the Association.

Section 2. The term of office of the appointed members of the Council shall be subject to the same terms and conditions set out in Article VI, Section 2.

Section 3. The Council shall meet at least four times per year. One time per year, any member of the committee who is unable to attend a meeting may designate another professional or premier KASA member to attend as a substitute, subject to the approval of the KASA President. The substitute may take part in all Council business, including voting on issues before the Council. At the discretion of the President, meetings of the Council may be conducted by conference call or other interactive technology.

Section 4. If any member of the Council is absent for three (3) consecutive meetings without cause, a vacancy shall be declared, and the Council shall fill the vacancy by appointment from the Board.

Section 5. The President shall have the authority to call special meetings of the Council. The Executive Director, with the approval of the President, shall have the authority to call special meetings of the Council.

Section 6. The functions of the Council shall be to:

1. Supervise the implementation of the Board's policies and objectives;
2. Advise the Executive Director on matters of Association operation and policy implementation;
3. Monitor the fiscal management of the Association and recommend a dues structure to the Board;
4. Establish standing and ad hoc committees and prescribe their duties;
5. Establish positions of the Association on legislative issues; and
6. Review applications for affiliation and make a recommendation to the Board.

Article VIII—Committees

Section 1. The President shall appoint members to the standing committees established by the Council. The President shall appoint such other committees as he or she, the Board [~~of Directors~~] and the Council deem necessary for carrying out the functions of the organization.

Section 2. Prior to the annual meeting, Board members may submit to the President no less than five (5) committee nominees, representing not less than five (5) distinct role groups. Volunteers shall also be solicited through KASA publications.

Section 3. The President shall appoint committee members from the lists of nominees submitted, and from volunteers. Every effort shall be made to effect broad affiliate, role group, regional, and local school district representation on all committees.

Section 4. Vacant committee positions shall be filled by the President.

Article IX—Relationship to National Organizations

KASA are urged to become members of their respective national organizations.

Article X—Meetings

Section 1. The Association shall hold at least one meeting of the general membership each year.

Section 2. The President and a majority of the Board or Council are empowered to call other general membership meetings of the Association.

Article XI—Amendments

Section 1. The Board or any professional, premier or emeritus member may propose amendments to the Constitution and Bylaws.

Section 2. Proposed amendments from any professional, premier or emeritus member must be presented in writing to the Executive Director at least thirty (30) days prior to the annual statewide meeting or any duly called meeting of the Association.

Section 3. Any proposed amendment shall be sent in written form to the members of the Association by the Executive Director at least twenty (20) days prior to the meeting at which the amendment is to be considered.

Article XII—Constitution Effective

This Constitution shall become effective upon the approval by the membership at the annual statewide meeting.

Bylaws

Section 1. The membership dues of the organization shall be set annually by the Board of Directors, upon recommendation of the Council, and shall be payable to the Executive Director in accordance with the regulations set forth by the Board or Council.

Section 2. The Association will operate on a fiscal year basis (July 1-June 30).

Section 3. The professional, premier and emeritus members present at any regular or called meeting shall constitute a quorum.

Section 4. A nominating committee shall be appointed annually by the President.

Section 5. These Bylaws may be amended by a majority vote of those present and voting at any regular meeting of the Association.

Section 6. The official business of the Association shall be conducted in accordance with the rules set forth in Robert's Rules of Order, Revised.