

# **Kentucky Community Education Association Constitution**

## **Article I: Name**

The name of this organization shall be the Kentucky Community Education Association.

## **Article II: Community Education Philosophy Statement**

Community Education is a collaborative approach to education that has concern for all aspects of living in a community. The community education concept recognizes learning as a lifelong process and thus seeks to promote educational opportunities for people of all ages.

We believe the community education concept offers a creative approach to individual and community development. We believe effective community education programs result from collaboration among all segments of the community. We affirm the belief that citizens have the right and obligation to be involved in the decision-making processes that affect their well-being. We further believe that community education at its best is: People helping people, working together to take deliberate, positive action toward making society a better place in which to live.

## **Article III: Purpose and Goals**

The purpose of this organization shall be to promote the community education philosophy as an integral part of the total educational process in Kentucky.

The goals of this association shall be the following:

1. To provide an association of those persons supportive of the community education concept.
2. To provide an opportunity for persons representing various organizations, institutions and agencies to share information, to conduct collaborative planning and to generate collective support for the enhancement of the quality of life in Kentucky.
3. To assist communities interested in developing the community education process.
4. To encourage local, state and federal support of community education.
5. To stimulate meaningful research related to community education and community development.
6. To promote the philosophy of community education by cooperating with local, state and national organizations.
7. To engage the community in efforts to improve student achievement.

## **Article IV: Membership**

Section 1: Membership is open to all persons and institutions engaged in or supportive of community education. Memberships are not transferable.

Section 2: Types of membership

- a. Professional – Professional membership is open to all persons who are employed in areas that engage in or support the concept of community education. All individual members are entitled to all privileges of the association, voting rights and receipt of any association publications. All individual members have the right to hold elected or appointed office.

- b. Institutional – Any institution or group engaged in or supportive of community education is eligible for institutional membership. Up to three members from any one group may vote.
- c. Associate – Associate membership is open to all persons who support the community education process. Associate members will receive all publications of the association and may attend conferences and training sessions. Associate members will not be eligible to hold elected offices and will not be allowed to vote in the association.
- d. Honorary – Honorary members shall be those individuals who no longer are eligible for professional membership due to retirement, change of occupation, etc., but who have records of significant service in the Association and who are so elected by the Executive Committee. They shall enjoy a permanent invitation to attend KCEA meetings and to maintain interest in the KCEA affairs, and shall be excused from KCEA dues only. This membership is non-voting.

**Article V: Officers, Terms of Office, Powers and Responsibilities**

Section 1: Officers - The offices of the association shall be president, president-elect, secretary, and treasurer; and with regional representatives, appointed committee chairs and the immediate past president, shall comprise the executive committee.

Section 2: Newly elected officers, except the treasurer, shall assume their duties at the conclusion of the annual meeting. The newly elected treasurer shall assume duties on January 1 following the annual meeting.

Section 3: The terms of office shall be:

President	one year
President-Elect	one year
Secretary	two years
Treasurer	two years

Regional representatives will serve one year. They will be elected at the annual meeting by the KCEA voting members of their respective regions. A regional representative may serve three consecutive terms, but then must sit out at least one year before he or she is allowed to be re-elected.

Committee chairs will serve one term as appointed by the president. Committee chairs can be reappointed by subsequent presidents.

Section 4: The president and president-elect may not succeed themselves in the same office. If for some reason, the president's office is vacated during the year, the president-elect shall fill the unexpired term of the president and still be eligible for a full term as president.

Section 5: A vacancy in any office other than the president shall be filled by a 2/3 vote of the entire Executive Committee.

Section 6: Duties of the Executive Committee:

- a. The president shall:

1. Be the Chief Executive Officer of the Association and shall carry out the intent and purposes outlined in the Constitution, by-laws and standing rules.
2. Preside at all meetings of the association and shall serve as chairperson of the Executive Committee.
3. Appoint committees with the assistance of the immediate past president and the president-elect.
4. See that all books, reports and certificates as required by law are properly kept and filed.
5. Serve as an ex-officio member of all committees.
6. Have such other powers and duties as may be reasonably construed as belonging to the chief executive officer of any organization.
7. Annually assign a three-person Audit Committee to audit the books.

b. The president-elect shall:

1. Perform all duties of the president in the absence of the president.
2. Chair the planning committee of the association's annual meetings.

c. The secretary shall:

1. Record and verify all activities of the association including the Executive Committee.
2. Issue all notices of meetings of the association.
3. Be designated the custodian of all records pertaining to the association.
4. Present to the membership at any meeting any communications addressed to the organization.
5. Attend to all correspondence of the organization and shall exercise all duties incident to the office of secretary.

d. The treasurer shall:

1. Be responsible for the receipt, disbursement and accounting of all the funds of the association under the direction of the Executive Committee.
2. Serve, with the President, as the official signatory of all checks and other official documents.
3. Prepare and submit a detailed financial report to the membership at the annual meeting and to each meeting of the Executive Committee.
4. Exercise all duties incident to the office of the treasurer.
5. Act as chairperson of the Finance Committee.
6. Engage an independent auditor of non-profit organizations to audit the books every two years (in the odd-numbered year) and provide that report to the membership and to the Executive Committee.

e. The immediate past president shall:

1. Serve as member of the Executive committee as an advisor.
2. Serve the organization as an outreach person.
3. Chair the nomination committee.

Section 7: Regional representatives shall serve as a liaison between KCEA and the regional membership.

Section 8: All officers and chairpersons shall turn over all records of meetings and activities to their successor or to the Secretary.

Section 9: All Executive Committee members will be expected to attend properly called meetings. A member who misses two consecutive meetings or otherwise fails to fulfill the duties of his/her office, may be removed by a 2/3 vote to the entire Executive committee, after having been notified so in writing.

#### **Article VI: The Executive Committee**

Section 1: The Executive Committee shall consist of the elected officers of the association, the immediate past president, the regional representatives and the chairpersons of standing committees.

Section 2: The Executive Committee shall:

- a. Carry out the duties as may be delegated to it by the association's membership.
- b. Approve all committees deemed necessary for the orderly development of the association.
- c. Perform all association functions necessary between meetings of the membership.
- d. Hold a minimum of three (3) executive committee meetings and one (1) leadership meeting per year. The president may call additional meetings as needed. Two weeks' notice shall be given in writing. An emergency meeting may be called with notice given by phone 48 hours in advance.

Section 3: A simple majority of Executive Committee members is required to transact business at an Executive Committee Meeting.

#### **Article VII: Annual Meeting**

Section 1: The annual meeting of the association shall be at a time and place to be determined by the Executive Committee.

Section 2: The Executive Committee shall prepare and distribute an official business agenda at least 15 days prior to the annual meeting.

#### **Article VIII: Committees**

Section 1: The following standing committees shall be established:  
Membership  
Publicity/Promotion  
Annual Conference  
Finance  
Legislative/Advocacy  
Credential/Training  
Awards  
Nominations

Section 2: The establishment of additional committees, standing or ad hoc, shall be the responsibility of the president with the approval of the Executive Committee.

### **Article IX: Fiscal Year and Dues**

Section 1: The fiscal year of the association shall be July 1-June 30.

Section 2: Membership dues shall be established upon recommendation of the Executive Committee, subject to the approval of the membership by a 2/3 vote of those present at the annual meeting.

Section 3: Dues are paid annually. Membership dues are not prorated. The membership year is July 1-June 30.

### **Article X: Elections**

Section 1: The immediate past president will solicit nominations from all voting members of the organization to request nominees for such offices in which vacancies will occur. In concert with the president, the immediate past president shall appoint a nominating committee to verify the nominees for the positions of president elect, secretary and treasurer.

Section 2: Candidates for office shall have served as a regional representative for at least one year, or shall have served on an active committee for two years prior to being nominated. The candidate shall be a member in good standing.

Section 3: Each candidate for office shall be informed of the responsibilities of the office by the nominating committee and have stated his/her willingness to serve.

Section 4: The slate of candidates verified by the nominating committee shall be presented to the membership at least 10 days prior to annual meeting. Nominations for all offices will be accepted from the floor with prior approval of the nominee.

### **Article XI: Finances**

Section 1: All receipts and disbursements of funds shall be made by the treasurer, subject to approval of the Executive Committee.

Section 2: The financial activities of the association shall be audited each year by an audit committee appointed by the president.

Section 3: An external audit shall be conducted biannually by a reputable accounting firm with experience auditing non-profit organizations, recommended by the treasurer subject to approval by the Executive Committee. (See treasurer's duties.)

### **Article VII: Amendments**

Section 1: The constitution and by-laws may be amended by an affirmative vote of a 2/3 majority of the membership present at the annual meeting.

Section 2: Any member or committee may propose an amendment.

Section 3: Any proposed amendment shall be submitted to the association president at least 60 days prior to the association's annual meeting. All such proposed amendments shall be reviewed by the Executive Committee and distributed to the Membership at least thirty (30) days prior to the date of voting on such a proposal by the membership, previous notice of the proposed changes having been given.

### **Article XIII: Parliamentary Authority**

Roberts Rules of Order, revised, shall guide the proceedings of the association not otherwise specified in the constitution and bylaws.

*Last revised November 2006.*