

# **Kansas Association for Supervision and Curriculum Development Constitution**

(Revised: April 15, 2005)

## **Article I: Name**

The name of this organization shall be the Kansas Association for Supervision and Curriculum Development; otherwise known as KASCD.

## **Article II: Affiliation**

The Kansas Association for Supervision and Curriculum Development (KASCD) shall be affiliated with the Association for Supervision and Curriculum Development (ASCD) and shall be a member association of the United School Administrators of Kansas (USA).

## **Article III: Purpose**

The purpose of KASCD shall be the improvement of education through the promotion of programs and practices which offer opportunities for supporting instructional leadership in the development of quality education for all students. Specifically, KASCD shall do the following: Promote cooperative curriculum planning and decision making within and among all levels of education. Develop and sustain communication among those professional groups directly involved in improving curriculum, teaching and learning. Strive to be a representational organization drawing from the entire educational community. Encourage and provide research, resources and training on the issues in curriculum, teaching and learning. Disseminate information about educational practices, media, and research related to curriculum, teaching, and learning. Assume a leadership role in the areas of curriculum development, teaching and learning. Recruit and develop effective leaders. Promote the purposes of KASCD through a comprehensive recognition program. Strive for balance in curriculum while maintaining a perspective of the total educational program.

## **Article IV: Membership**

In order to support our belief that diversity strengthens society, KASCD shall actively seek members who represent diversity in gender, age, job role, ethnicity, geographic location, and viewpoint.

Section 1. There shall be four categories of members: active, student, life, and honorary.

Section 2. Any person who wishes to support the purpose of the Association and to share in its work shall be eligible for membership and may become an active member by paying the annual dues. An active member shall be entitled to vote, to hold office for which eligible, to participate in affairs of the Association and to receive publications. KASCD encourages its administrative members to become members of USA.

Section 3. Any person who is actively enrolled in an undergraduate program or a full-time graduate program may become a student member by paying student dues.

Section 4. Retired members shall be eligible for lifetime membership after ten years of continuous, active membership. Lifetime members are entitled to the privileges of an active member and may receive all publications and mailings by paying a nominal fee as set by the Board of Directors.

Section 5. Honorary members shall be appointed annually as recommended by the Executive Council and confirmed by the Board of Directors. Honorary members will receive all publications and mailings.

#### Article V: Board of Directors

Section 1. Officers of KASCD shall be:

President

Vice President

Vice President-Elect/Secretary

Treasurer

Immediate Past President

The Vice President-Elect/Secretary shall be elected each year at the annual meeting or by ballot. The Vice President-Elect/Secretary shall become Vice President the year following his/her term as Vice President-Elect/Secretary. The Vice President shall become President the year following. Terms of office in Section 1 shall be one (1) year, beginning on July 1 and ending on June 30. The treasurer shall be appointed by the Board of Directors at its annual June meeting.

Section 2. The voting members of the Board of Directors shall be comprised of the officers of the Association, five (5) elected members-at-large, appointed chairs of standing committees of KASCD, and the state representative or representatives to the ASCD Leadership Council (including any members-at-large to the ASCD Leadership Council who may be from Kansas). The Board of Directors and/or President may establish ex-officio Board positions to represent educational liaison organizations. The Executive Director and the ex-officio members shall serve as a non-voting member of the Board of Directors.

Section 3. The members-at-large shall be selected from the five levels represented in the organization: elementary, secondary, middle level, teacher representative and higher education. The term of office of these members-at-large shall be three years, so arranged that two members are elected each year except for the year when only the secondary representative is elected. Election of the at-large representatives will occur in the following sequence: Year One – Middle School Rep., Higher Education Rep.; Year Two – Secondary Rep.; Year Three – Elementary Rep., Teacher Rep.

Section 4. No person shall be elected to successive terms in the same office without an intervening period of at least one year. All persons elected or appointed to the Board of Directors shall have held membership in the Association at least the year prior to their election or appointment. (However, exceptions may be made by the nominating committee in order to insure broad representation).

Section 5. The Executive Council shall serve as a nominating committee to conduct the annual elections.

Section 6. The Executive Council will consist of the officers of the association and the Executive Director serving in an ex-officio capacity. The Council will be convened at the will of the President and will provide advice and counsel to the President.

Section 7. ASCD Leadership Council Representation

Effective date for italicized section below: April 15, 2005

*The KASCD Executive Council shall appoint guaranteed representatives to the Council for a term of three years. At any time additional members of the ASCD Leadership Council are authorized, the Executive Council of KASCD shall appoint the additional member(s). All members of KASCD on the ASCD Leadership Council must be members in good standing of ASCD for the year preceding their selection. Terms of office for Leadership Council representatives shall begin on July 1 and end on June 30.*

Article VI: Duties of Officers and Board of Directors

Section 1. The duties of the President of the Association shall be to: direct the activities of the organization, preside at all meetings of the Association and the Board of Directors, appoint members of special committees, regularly review the appointments to fill vacancies in offices until the annual meeting, and perform all other necessary duties incident to the office of President.

Section 2. In the absence of the President or if a vacancy should occur in the position of President, the Vice President shall fulfill the duties and responsibilities of the President. In the event of a vacancy in the position of Vice President, and/or Vice President-Elect/secretary, the Board of Directors shall appoint a successor to fill the unexpired term and to succeed through the progression of offices to the presidency. The Vice President shall be responsible to organize and conduct the June Board of Directors meeting.

Section 3. The Vice President-Elect/secretary shall: assure that a file of all members is kept, record the proceedings of all meetings, and carry on assigned correspondence of the Association.

Section 4. The Treasurer shall: receive and keep an accurate account of all funds belonging to the Association, approve for payment all orders, provide the Board of Directors a copy of disbursements quarterly, prepare a financial statement for the membership at the annual meeting, and develop the budget as follows:

May 1st - develop the budget for the following year

May - submit proposed budget for Executive Council review

June - submit proposed budget for Board of Directors approval

July 1st - implement new budget.

Section 5. The Board of Directors shall:

- formulate and approve the policies for the Association,
- appoint a treasurer, and
- adopt an annual budget,

- be the custodian of the property of the Association,
- have the power to make contracts,
- employ/appoint and evaluate annually an Executive Director to serve as the chief staff administrator for the Association,
- approve the appointment of the standing and special committees,
- be responsible for the collection and distribution of material to the membership, formulate plans for the annual meeting,
- appoint ex-officio members to serve on the Board of Directors to represent educational liaison organizations, and
- set the annual dues and fees.

Section 6. Officers and members of the Board of Directors are expected to attend board meetings. After two unexcused absences, the President shall contact members to reaffirm their commitment to membership on the board.

#### Article VII: Amendments

The constitution may be amended with the consent of the majority of the members present at the annual meeting, provided that notice of the proposed amendments has been given in writing to the members at least twenty days previous to action thereon.

Amendments shall be effective immediately upon adoption. The Executive Council shall review the provisions of the Constitution every five years and report its findings to the Board of Directors.

#### Article VIII: Ex-Officio Board of Directors Positions

The Board shall establish ex-officio educational positions to represent, but not be limited to:

Kansas NEA  
 Kansas Staff Development Council  
 Kansas State Department of Education  
 United School Administrators  
 Kansas Learning First Alliance

#### Article IX: Liquidation of Assets

In the event of the dissolution of the Association, the assets of the Association, after payment of debts and obligations, shall be transferred to an organization with federal tax exemption for charitable and educational uses and purposes similar to those of this Association, which exempt organization shall be designated by the final Board of Directors of the Association.

# **Kansas Association for Supervision and Curriculum Development By Laws**

Details of the activities of the Kansas Association for Supervision and Curriculum Development shall be regulated by the bylaws. These may be amended at any Board of Directors meeting by a majority vote of the members present.

## **Article I: Membership Dues**

Active and student dues will be determined annually by the Board of Directors.

## **Article II: Membership Year**

The membership year shall coincide with the Association's fiscal year, and/or with joint dues programs of USA and ASCD as appropriate.

## **Article III: Fiscal Year**

The fiscal year shall begin on July 1 of any given year and continue through June 30 of the succeeding year. The budget shall be constructed to correspond with the dates of the fiscal year.

## **Article IV: Meetings**

One general meeting/business meeting must be held each year. One of the regular meetings of the Board of Directors shall be designated as the general membership meeting. The time and place for this and other general meetings shall be determined by the President.

## **Article V: Quorum**

Section 1. General meetings: A number equal to the majority of the members of the Board of Directors shall constitute a quorum for that body. Section 2 .Executive Council meetings: A majority of the voting members of the Executive Council shall constitute a quorum for that body.

## **Article VI: Executive Director**

The Board of Directors may select an Executive Director. The Executive Director shall serve as the chief staff administrator of the organization and shall be responsible to the Board in the performance of duties. The Board of Directors will maintain a job description of the duties and responsibilities of the Executive Director. The job description will be reviewed annually.

Article VII: Committees

The President shall appoint working committees to accomplish the purpose of the organization. The following committees are suggested, but should not be limited to:

Governance	Membership
Budget & Finance	Programs & Services
Influence	Communications
Diversity	Recognition

Article VIII: ASCD Leadership Council

A schedule of appointments to the ASCD Leadership Council for three year terms will be maintained by the Executive Director.