

**KEA Constitution, Standing Rules and Bylaws  
Updated through 2022 Delegate Assembly**

**PREAMBLE**

The Kentucky Education Association is the preeminent voice for quality public education. We unite, organize, and empower members to advocate for themselves and to ensure a quality public education for every Kentucky student.

**ARTICLE I. NAME, PURPOSE, GOALS, OBJECTIVES AND AUTHORITIES FOR GOVERNANCE**

**Section 1. Name:** The name of this organization shall be the Kentucky Education Association, Incorporated.

**Section 2. Purposes, Goals, and Objectives:** The purposes of the Association shall be as stated in the Preamble. The Association shall have all power necessary and proper to take action for the attainment of these purposes. Nothing in this Constitution or in the Bylaws shall be construed to prevent the Association from pursuing goals and objectives which are consistent with the stated purposes of the Association.

***B-1.1. Objectives:** Appropriate objectives designed to achieve Association goals shall be implemented by the Board of Directors and staff.*

**Section 3. Governance:** The Association shall be governed by this Constitution, the Bylaws, and any Standing Rules or other actions approved by the Delegate Assembly, or any policies or other actions approved by the Board of Directors or the Executive Committee, not inconsistent with this Constitution, the Bylaws, or any Standing Rules or other actions approved by the Delegate Assembly.

**ARTICLE II. MEMBERSHIP**

**Section 1. Classes of Membership:** Membership in the Association shall comprise a class of Active members and such other classes as may be provided in the Bylaws.

**Section 2. Membership Eligibility, Provisions, and Limitations:**

- a. Active and Substitute membership, as provided in the Bylaws, shall be open to all persons who are employed within the Commonwealth of Kentucky by or in a public school district, public preschool program, public college or university, or who are employed by a public institution in a position devoted primarily to education, regardless of the specific nature of the functions that the person performs. Eligibility for other categories of membership shall be as provided in the Bylaws. All members shall support the Purposes, Goals and Objectives of the Association and shall abide by its Constitution and Bylaws. All members shall be unified members of the national, state, and local affiliates, when eligible.
- b. Members engaged in teaching or in other educational work shall adhere to the NEA Code of Ethics of the Education profession.

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- c. An application for membership shall be subject to review as provided in the Bylaws.
- d. The Association shall not deny membership to any individual on the basis of race, creed, national origin, or sex, nor shall any organization which so denies membership be affiliated with the Association. However, KEA reserves the right to deny membership to any otherwise eligible individual if, after a due process hearing, such denial is validated by the Review Board.

**B-2.1. Classes:**

- a. *There shall be seven (7) classes of membership in the Association: Active, Retired, Associate, Staff, Aspiring Educator, Substitute, and Reserve.*
- b. *Active membership shall be open to any person who is employed within the Commonwealth of Kentucky by or in a public school district, public preschool program, public college or university, or who is employed by a public institution in a position devoted primarily to education, regardless of the specific nature of the functions that the person performs, or who is serving as an executive officer of the Association or of a local affiliate.*
  - 1. *The Association shall continue to allow Active membership to those Active members who have been discharged for as long as a legal challenge to such discharge is pending. Active members who have been discharged shall remain unified members of the local, state, and national Associations and shall pay appropriate dues for as long as a legal challenge to such discharge is pending.*
- c. *Retired membership shall be open to any retired public school employee and any retired KEA employee. Active members whose retirement is effective on or after January 1, 2007, shall be KEA/NEA Retired members for life.*
- d. *Associate membership shall be open to any person who is interested in advancing the cause of public education but who is not eligible for any other class of membership in the Association. Associate members are eligible to receive regular publications of the Association in accordance with the applicable policies and procedures of the Association. Associate members are not eligible to nominate or vote for candidates for elected office, nor may Associate members hold any elected or appointed position in the Association. Associate members of KEA may choose to become "Community Ally" members of NEA by payment of appropriate dues, but unified membership is not required in this category.*
- e. *Staff membership shall be open to any person employed by the Association or any of its affiliates.*
- f. *Aspiring Educator membership shall be open to any student enrolled in or preparing for a teacher education program in an accredited college or university located within the Commonwealth of Kentucky.*

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- g. Substitute membership shall be open to any person employed on a day-to-day basis who would otherwise be eligible for Active membership. Substitute membership is limited to persons who maintain Substitute membership in the National Education Association and local affiliate where eligible.*
- h. Reserve membership shall be open to any person who has been granted a voluntary leave of absence of at least six (6) months but no more than two (2) years. A Reserve member must have been an Active member in the Association at the time of being granted the leave. Reserve members may not vote or hold an elected or appointed position in the Association.*
- i. District association membership shall consist of those Active members who carry out their educational work of a professional nature within the boundaries of that district education association. KESPA district membership shall consist of those Active members who carry out their education support work within Kentucky.*
- j. Local association membership shall consist of those Active members who carry out their educational work of a professional nature within the boundaries of the school system in which the local association is located; or who carry out their educational support work within the boundaries of the school system in which the local association is located. Active members who are eligible for membership in an affiliated statewide local must be members of the statewide local and shall pay applicable dues, provided however that those members shall also be eligible to become members of their geographic local upon payment of local dues. Active members who have been discharged from the local school system shall remain members of the local association by payment of NEA, KEA, and local association dues for as long as a legal challenge to such discharge is pending. Active members who are employed within one school system have the option of forming one local whose membership is made up of all Active members who carry out educational work of either a professional or a support nature.*

**Section 3. Property Interest of Members.** All right, title, and interest, both legal and equitable, of a member in and to the property of the Association shall end upon the termination of such membership.

**B-2.2. Rights and Limitations.**

- a. The right to nominate candidates for elective office, to vote and hold elective office or appointive position, to attend open membership meetings and to participate in deliberations on issues before the general membership shall be limited to Active members except as otherwise provided.*
- b. Active members shall be eligible to receive all services provided by the Association.*

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- c. All members shall be eligible to receive special services, to obtain assistance in the protection of professional and civil rights, and to receive publications of the Association in accordance with the applicable policies and procedures of the Association.*
- d. An individual who is a member of the negotiating team for a local school board or for the governing body of an institution of higher education shall be denied membership provided an objection is filed with the KEA Board of Directors by the local association president, the association's PN team or by petition of 10 percent of the local's membership and such objection is validated by the Review Board.*
- e. An individual who interferes or attempts to interfere with the negotiations process by filing legal complaint(s), suit(s), or action(s) which attempt to prohibit the right of the Association to enter into an agreement with its board of education, shall be denied membership provided an objection is filed with the KEA Board of Directors and validated by the Review Board.*
- f. Any member, other than a life member, who changes his professional or occupational position shall be transferred to the class of membership applicable to the new position.*
- g. Membership shall be continuous unless suspended or terminated for cause by KEA or by the local affiliate in compliance with applicable due process procedures. Any action taken by either KEA or a local affiliate with regard to membership status shall be binding on the affiliated organization.*
- h. Retired or Aspiring Educator members of unified local associations shall not be eligible to be nominated for elective office in the local association, nor shall they be eligible to vote for candidates for elective office in the local association. However, Retired or Aspiring Educator members of unified local associations may elect from among their number one (1) voting representative to serve on the governing body of the unified local if the governance documents of the unified local so allow. Retired or Aspiring Educator members of unified local associations may be appointed to serve as members of local association committees if the governance documents of the unified local so allow.*

**B-2.3. Membership Year:** *The membership year shall be from September 1 through August 31.*

**B-2.4. Membership Dues:**

- a. Annual dues of Active members who are either engaged in or on limited leave of absence from professional education employment shall be an amount computed by multiplying by .007 the previous year's statewide average annual salary for classroom teachers, as determined by the State Department of Education.*

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*Notwithstanding the results of the foregoing computations, the annual dues of Active members for any membership year shall not be less than they were for the preceding membership year, unless the Delegate Assembly directs otherwise. The Association will transmit annually to the secretary or treasurer of each district education association the sum equal to .0384 of the current state dues for governance and program activities for each active member who performs work of a professional nature within the boundaries of that district education association. Annual dues of Active members who are either employed in or on limited leave of absence from educational support positions shall be an amount computed by multiplying .0035 by the previous year's statewide average annual salary for classroom teachers, as determined by the State Department of Education. Notwithstanding the results of the foregoing computations, the annual dues of Active members for any membership year shall not be less than they were for the preceding membership year, unless the Delegate Assembly directs otherwise. The Association will transmit annually to the secretary or treasurer of KESPA District the sum equal to .0384 of the current state dues for governance and program activities for each active member who performs work of an educational support nature within Kentucky.*

- b. Active member dues shall be computed at the rate of one-twelfth (1/12) per month during every month of the membership year.*
- c. Dues for former members of the Aspiring Educator Program shall be reduced to one-half (1/2) Active membership dues of members who perform work of a professional nature for the first year of eligibility for active membership. The first-year Active member shall provide proof of membership in the Aspiring Educator Program to be eligible for reduced dues.*
- d. Dues of Retired members shall be set by KEA-Retired upon approval of the KEA Board of Directors.*
- e. Annual dues of Associate members shall be fifty dollars (\$50.00).*
- f. Annual dues of Staff members shall be one-half the dues for Active members.*
- g. Annual dues for Aspiring Educator members shall be set by the Kentucky Aspiring Educator Program.*
- h. Annual dues for Substitute members shall be one-half of the respective Active dues.*
- i. Annual dues for Reserve members shall be one-half of the respective Active dues.*

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- j. Annual dues of local association members shall be set by the local education association.*

**ARTICLE III. DELEGATE ASSEMBLY**

**Section 1. Accountability:** The Delegate Assembly, comprising members of the Association, derives its powers from and shall be responsible to the membership.

**Section 2. Allocation of Delegates:**

- a. Representation shall be based on the following schedule: one delegate for each local association having fifty (50) Active members or major fraction thereof and one additional delegate for each fifty (50) Active members or major fraction thereof. In situations where the membership is too small to justify a delegate, local associations within district associations may combine their memberships for the purpose of delegate authorization.
- b. In cases where there are fewer than twenty-six (26) Active members, one delegate may be elected provided there is a membership of at least ten (10) and this represents at least fifty (50) percent of those eligible.
- c. Each two or four-year college or university engaged in teacher education which has an active local education association and in which fifty (50) percent or more of the teacher education instructors are members of the Association shall have at least one delegate, or in the alternative, the number of delegates permitted under other provisions listed in this section.
- d. Aspiring Educator members shall be represented by one voting delegate for each one hundred (100) members or major fraction thereof in the Kentucky Aspiring Educator Program.
- e. KEA-Retired members shall be represented by one voting delegate for each one hundred fifty (150) members or major fraction thereof in KEA-Retired.
- f. Ethnic minority representation shall be at least equal to the proportion of ethnic minority population within the school district served by the affiliate. If a local affiliate fails to comply with this provision, the Delegate Assembly may refuse to seat its delegation.
- g. Administrators shall be represented in proportion to their membership in the Association.
- h. Provision for representation, with or without the power to vote, may be included in the Bylaws.

**B-3.1. Allocation of Delegates:**

- a. *Allocation of delegate credentials shall be based on the pledged or paid Active membership as of November 15 of the current year.*
- b. *No person shall be qualified to serve as a delegate to the Delegate Assembly who has not pledged or paid the Association dues on or before November 15. No*

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*person can serve as a delegate who has not paid the dues on or before March 15, except one who is a member under the Automatic Payment Authorization Plan where dues are paid during the year over a period of months.*

- c. The presidents of affiliated local associations, or associations in institutions of higher education, the affiliated retired association, and the Kentucky Aspiring Educators shall submit lists of duly elected delegates and alternates to the Executive Director of the Association on or before November 30 of the school year in which the annual meeting is held.*
- d. Alternates shall be elected at the same time as delegates and shall meet the same requirements as delegates.*
- e. Alternates shall not be limited in number and shall be called to serve according to rank which is determined by the number of votes received in their local elections.*

**Section 3. Election of Delegates:**

- a. Members of the Delegate Assembly shall be elected in accordance with the one person one vote principle using the secret ballot following open nominations. Specific exceptions to the application of this principle may be set forth in this Constitution and/or Bylaws.
- b. Election of an Active member as an officer of the Association, as NEA Director, or as a member of the KEA Board of Directors shall constitute election to the Delegate Assembly.
- c. Election of an Active member as president, president-elect (or vice president if there is no president-elect), secretary or treasurer of a KEA District shall constitute election to the Delegate Assembly.
- d. Election as president, vice president or secretary of KEA-R shall constitute election to the Delegate Assembly.
- e. Delegates shall be elected by the affiliated local association(s) within the public school system or the affiliated association in an institution of higher education.
- f. Delegates to fill educational positions (i.e. supervisor or non-supervisor) may be replaced only by alternates of the same educational position. Delegates elected to fulfill ethnic minority requirements may be replaced only by ethnic minority alternates.

**B-3.2. Term of Office:** Election of delegates shall be for a term of one (1) year, beginning on December 1, except for Aspiring Educator delegates whose term shall be for one year beginning July 1.

**Section 4. Seating of Delegates:** The Delegate Assembly, upon the advice of the compliance/Constitution Committee, shall have the final jurisdiction over the seating of its delegates.

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**B-3.3. Seating of Delegates:**

- a. *Each delegate shall present credentials of election signed by the president or designated officer of the local education association.*
- b. *The Compliance/Constitution Committee shall approve the credentials of all delegates before they are admitted to membership in the Delegate Assembly.*

**Section 5. Meetings:**

- a. The Delegate Assembly shall meet at least annually, subject to the stipulations prescribed in the Bylaws.
- b. Delegates from each district education association shall meet prior to any meeting of the Delegate Assembly. The President, Vice President, NEA Directors, and At Large Ethnic Minority Representatives shall be eligible to vote at the meeting of their home district education association.

**B-3.4. Meetings:**

- a. *The time, place and type of general state meetings shall be determined by the Board of Directors.*
- b. *Special meetings of the Delegate Assembly shall be called for an expressed purpose or purposes as follows:*
  1. *By the President, with the approval of a majority of the members of the Board of Directors.*
  2. *By the President, upon written petition of two-thirds of the members of the Board of Directors.*
  3. *By the President, upon written petition of a majority of the authorized members of the Delegate Assembly who also represent at least twenty-five (25) percent of the delegates from each of at least eight (8) different affiliated district education associations.*

**Section 6. Functions:**

- a. Establish Association policies and objectives;
- b. Elect the President, Vice President, minority members of the Board of Directors, and members of the Board of Directors of the National Education Association, as provided in this Constitution and/or Bylaws;
- c. Adopt the annual budget;
- d. Establish dues;



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- e. Amend this Constitution and the Bylaws in accordance with Article XI hereof;
- f. Adopt the rules and agenda governing its meetings;
- g. Periodically establish specific goals and objectives in the pursuance of the stated purposes of the Association;
- h. Establish and/or discontinue Standing Committees;
- i. Enact such other measures as may be necessary to achieve the goals and objectives of the Association which are not in conflict with this Constitution or the Bylaws.

**B-3.5. Parliamentary Procedure.**

- a. *Robert's Rules of Order Newly Revised shall be the authority governing all matters of procedure not otherwise provided in the Constitution and Bylaws.*
- b. *At the first meeting of the Delegate Assembly, the President shall appoint a parliamentarian.*
- c. *In elections with more than two declared candidates, the candidate with the fewest number of votes will drop off the ballot after each round of voting. This Bylaw shall apply to all offices elected by the Delegate Assembly.*

**SR-I. ORDER.**

- A. *A sergeant-at-arms shall be appointed by the President.*
- B. *Identification badges issued by the Compliance/Constitution Committee shall be clearly displayed before entering the assembly hall and the voting area.*
- C. *Non-delegate members and guests shall be seated in a designated area apart from the delegates.*
- D. *Smoking shall not be permitted on the floor of the Delegate Assembly.*
- E. *All cell phones and beepers shall be turned off or put in silence mode during any business session of the Delegate Assembly.*

**SR-II. BUSINESS AND DEBATE.**

- A. *The adoption of the order of business of the Delegate Assembly shall be the first item of business at the first business meeting of the Assembly.*
- B. *All sessions of the Delegate Assembly shall be conducted in accordance with the provisions of the KEA Constitution, Bylaws, and Standing Rules. Matters not*

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*specifically covered in these documents shall be governed by Robert's Rules of Order, Newly Revised.*

- C. There shall be an official parliamentarian, appointed by the President, to whom questions may be directed only through the presiding officer. If deemed advisable, referrals of questions may be made by the presiding officer to the Compliance/Constitution Committee, for advisory interpretation.*
- D. Any delegate recognized by the chair shall give his/her name and association and shall indicate whether speaking as an individual, or as a spokesperson for the local delegation, before speaking to a point under discussion. No member shall speak and/or be recognized in debate more than twice to the same question during the same meeting, nor longer than three (3) minutes at one time, unless permitted by majority vote of the Delegate Assembly. A speaker may yield only the unused portion of his/her allotted time to another delegate.*
- E. A roll call vote shall be taken only after approval, by a standing vote, of one-third of the delegates present. The doors shall be closed while a rollcall vote is being taken.*
- F. New business items shall be processed and supervised by the Compliance/Constitution Committee. New business items relating to procedural operation of the Delegate Assembly may be introduced and acted upon prior to the close of each business session. New business items shall be submitted to the Committee no later than 12 noon on Thursday of the Annual Meeting. New business items shall be numbered in the order received and shall include the name and association of the contact person.*
- G. All Constitution and Bylaw changes proposed to the Delegate Assembly shall be voted on by secret ballot.*
- H. New business items adopted by the Delegate Assembly shall remain in effect (1) until a specified expiration date; or (2) until it is implemented; or (3) until it is rescinded by a subsequent Delegate Assembly. New business items of the Association presented at the direction of the Board of Directors may be debated and acted upon at any business meeting of the Delegate Assembly. If a new business item which has budgetary implications is adopted, it will be referred to the following year's committee on Program and Budget for implementation unless the Delegate Assembly amends the current budget or the proposed budget to provide funding.*
- I. Submission of Proposed Constitution and Bylaw Amendments. Proposed amendments to the Constitution and Bylaws must be accompanied by supporting*

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*rationale at the time of submission to the Compliance/Constitution Committee and must appear in a publication to all members prior to the Delegate Assembly.*

**SR–III. NOMINATIONS.**

- A. *Nominations for each office to be filled by the Convention delegates shall be limited to one nominating speech of three (3) minutes and one seconding speech of one (1) minute for each nominee. Delegates may yield the floor to non-delegate members for the purpose of making or seconding nominations.*
- B. *Acceptance speeches by nominees shall be limited to three (3) minutes.*
- C. *After nominations for an office have been closed and if only one person has been nominated for that position, the Compliance/Constitution Committee shall move that the individual be elected by acclamation. If the motion passes the nominee shall be certified as elected.*

**SR–IV. REPORTS.**

- A. *Each standing committee shall present an annual report in writing which shall be published on the KEA website at least one week prior to the first business meeting of the Assembly.*
- B. *Adoption or acceptance of committee reports does not include the approval of any requested appropriation.*
- C. *The adoption of the budget shall be by vote of the Delegate Assembly after consideration of all new business items.*

**SR–V. DISTRIBUTION OF MATERIALS.**

- A. *No campaign literature or related material may be distributed or posted within the seating area of the Assembly.*
- B. *General distribution of printed material in the Assembly and/or adjacent lobbies (within 50 feet) of the area in which the Annual Meeting is held shall require clearance with the chairperson of the Compliance/Constitution Committee. Identification shall be printed on such material.*

**SR–VI. AMENDMENTS.**

- A. *Standing Rules may be amended by majority vote at the first business session of any meeting of the Delegate Assembly provided that such amendments have been submitted in accordance with Standing Rule VII.*

**SR–VII. SUBMISSION OF PROPOSED STANDING RULES.**

- A. *Submission: Amendments to the Standing Rules may be proposed to the Delegate Assembly by one of the following methods:*

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1. *By a local delegation in the Delegate Assembly whose concurrence in the proposed amendment is evidenced either by a majority vote of those delegates present and voting in such delegation at a regularly called meeting of the delegation held in connection with the Delegate Assembly or by petition signed by a majority of the members of such delegation.*
2. *By petition signed by at least twenty-five (25) registered delegates and submitted to the Compliance/Constitution Committee for presentation to the Delegate Assembly.*
3. *By a majority vote of the Compliance/Constitution Committee.*
4. *By an individual member.*

**B. Time for Submission and Notice:**

1. *Proposed amendments to the Standing Rules shall be presented in writing to the Compliance/Constitution Committee and must be received by the Committee no later than January 15<sup>th</sup>, or if January 15<sup>th</sup> falls on a weekend or holiday, by the first business day after January 15<sup>th</sup> preceding the annual meeting.*
2. *The text of the proposed amendment along with the name and the local of the contact person shall be printed in an official publication sent to all members.*

**C. Suspension of Standing Rules:**

1. *By a motion from the floor, a standing rule may be suspended or amended without notice by a two-thirds vote of those present and voting.*

**ARTICLE IV. OFFICERS**

**Section 1. Executive Officers:** The Executive Officers of the Association shall be the President and the Vice President. The President and Vice President shall serve full-time.

**Section 2. Qualifications:** All candidates for the office of President and Vice President shall have been Active members of the Association for at least two (2) years immediately preceding the election. All executive officers shall maintain Active membership in the Association.

**Section 3. Terms of Office:** Each officer shall serve in the office to which elected for a term of three (3) years, beginning June 15, 2004, subject to stipulations prescribed in the Bylaws.

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**B-4.1. Terms of Office:**

- a. *Beginning in 2004 and each third year thereafter, at the annual meeting, a President and a Vice President shall be elected for three-year terms, to begin on June 15.*
- b. *In no case shall an executive officer serve for more than six consecutive years in any one position.*

**Section 4. Elections:** Beginning in 2004 and each third year thereafter, at the annual meeting, the President and the Vice President shall be elected by secret ballot under open nomination procedures as may be outlined in the Bylaws.

**B-4.2. Duties of the President:**

- a. *To represent the Association as a spokesperson on matters related to Association policy.*
- b. *To prepare the tentative agenda for meetings of the Delegate Assembly and the Board of Directors and the program for the annual convention.*
- c. *To appoint chairpersons and members of special committees to serve at the pleasure of the President*
- d. *To serve as member ex officio without a vote on all committees.*
- e. *To review Association policies and programs and recommend appropriate changes to the Delegate Assembly or the Board of Directors.*
- f. *To meet regularly with the other officers of the Association and the Executive Director.*
- g. *To preside at meetings of the Delegate Assembly, the Board of Directors, and the Executive Committee.*
- h. *To cast a tie-breaking vote in any meeting of the Delegate Assembly, the Board of Directors, or the Executive Committee.*
- i. *To call a meeting of the presidents of the district associations each year.*
- j. *To perform any other duties stipulated in the Constitution and these Bylaws and such as usually devolve on said office.*
- k. *To delegate duties to the officers and, through the Executive Director, to the staff of the Association.*

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- l. To serve as state delegate to the NEA Representative Assembly.*
- m. To serve as alternate director for meetings of the NEA Board of Directors in the event of the absence from any NEA Board meeting by an NEA Director.*

**B-4.3. Duties of the Vice President:**

- a. To serve as Chairperson of the Program Budget Committee.*
- b. To perform such duties as are stipulated by the Constitution, by these Bylaws, or by the President.*
- c. To serve as alternate director for meetings of the NEA Board of Directors in the event of the absence from any NEA Board meeting by an NEA Director and at the direction of the President.*

**B-4.4 Nominations:**

- a. Any Active member of the Association who notifies the Compliance/Constitution Committee in writing by January 15<sup>th</sup> or, if January 15<sup>th</sup> falls on a weekend or holiday, by the first business day after January 15<sup>th</sup>, of his/her intention to seek election as an officer of the Association will be eligible for nomination for office at the Delegate Assembly. This requirement will not apply for vacancies filled under Bylaw B-5.2.*
- b. Any group of twenty-five (25) or more Active members of the Association may sign any petition of nomination for any office of the Association, to be delivered to the Executive Director at least thirty (30) days prior to the date of nomination.*

**B-4.5. Elections:**

- a. All officers shall be elected by secret ballot on the day following the nominations with the election conducted by the Compliance/Constitution Committee.*
- b. The candidate receiving the majority of the valid votes cast for any office shall be certified as elected. If only one candidate is nominated a vote for election by acclamation shall be held as provided in Standing Rule III C.*

**Section 5. Succession and Vacancies:**

- a. The Vice President shall serve as President when for any reason the President is unable to serve.**
- b. If for any reason, the office of Vice President should be vacated, the Board of Directors shall elect a new Vice President to serve until an election is held at the next regular meeting of the Delegate Assembly to fill the unexpired term.**

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**Section 6. Impeachment and Removal from Office:**

- a. The elected officers of the Association may be impeached for a violation of the NEA Code of Ethics of the education profession, for misfeasance, for malfeasance, for nonfeasance in office.
- b. Impeachment proceedings against an executive officer shall be initiated by written petition submitted to the Review Board by at least twenty (20) percent of the registered delegates to the Delegate Assembly.
- c. If, after a due process hearing, a two-thirds (2/3) vote of the Review Board shall sustain the charge, the office shall become vacant. The officer may appeal the decision to the board of Directors, which shall also afford due process. A 2/3 vote of the Board of Directors is required to sustain the decision of the Review Board.

**ARTICLE V. BOARD OF DIRECTORS & EXECUTIVE COMMITTEE**

**Section 1. Composition:** The Board of Directors shall consist of the President, Vice President, any KEA member who is elected to the NEA Board of Directors, any administrator director at large, the two ethnic minority directors-at-large, one representative of the Aspiring Educators, representatives of the district education associations, and representatives of the retired association as follows:

- a. One elected member for each 1,000 Active members or major fraction thereof from each district education association.
- b. One voting member from the retired association for each six thousand (6,000) Retired members or major fraction thereof. There shall be at least one voting representative of the retired association.
- c. Ethnic minorities shall be represented at least proportionately to their membership in the Association, with at least two ethnic minority directors-at-large. The state ethnic minority representatives shall be recognized as ex-officio non-voting members of their respective district education association boards of directors. The Delegate Assembly shall elect additional directors, after open nomination, as appropriate to ensure ethnic minority representation.
- d. Administrators shall be represented on the Board in proportion to their membership in the Association. The Delegate Assembly shall elect at large, after open nomination, the number required to assure such representation if the percentage of administrators elected to the Board fails to achieve proportional representation through the normal election process.
- e. In determining the number of members on the Board of Directors from the district education associations, the membership figures on January 15 of the year in which the director takes office shall be used.
- f. Aspiring Educator members shall be represented on the Board of Directors by one (1) voting member elected by the delegates assembled at the annual Aspiring Educator Convention.

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**Section 2. Terms of Office:**

- a. Officers and members of the NEA Board of Directors shall serve the term for which they were elected.
- b. Ethnic minority representatives, special administrator representatives, and all members elected by district education associations shall serve for three years and shall be eligible for election to one additional term in succession.
- c. Those members elected from district education associations and minority representatives shall enter on terms of office on July 1 following their election.
- d. The Aspiring Educator representative shall serve a one (1) year term.

**B-5.1. Elections:**

- a. *Election as Officers of the Association, as at large minority representatives and as members of the NEA Board of Directors elected by the Delegate Assembly shall constitute election to the Board of Directors.*
- b. *In the event a member of the NEA Board of Directors or an Ethnic Minority Representative declares before January 15 his/her intent to run for a position elected by the Delegate Assembly, notice shall be given in a publication to all members of the possible vacancy in order to guarantee open nominations. In case such a vacancy occurs, the election shall be held during the same Delegate Assembly provided the above-mentioned conditions have been met. If these conditions are not met the vacancy shall be filled in accordance with Bylaw 5.2 b.*
- c. *Election of representatives and alternates from district education associations shall be by secret ballot by majority vote of the district delegate assembly or the membership of the district education association after open nominations.*
- d. *For the purpose of staggering terms of office on the KEA Board of Directors, any district may designate one or more vacancies created by an increase in membership or by the normal expiration of an elected term to be filled for one (1) or two (2) years. The designation must reduce the total number of terms expiring in the same year, must be made in writing to the KEA Executive Director thirty (30) days prior to the election to fill the seat, and must specify the period of the shortened term. At the time the initial shortened term expires, the vacancy shall then be filled for the usual three (3) year term.*

**B-5.2. Vacancies:**

- a. *A vacancy in a position held by election in a district education association, such as a member of the KEA Board of Directors, shall be filled temporarily by election by the district board of directors until the district delegate assembly or the*



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*membership of the district education association has the opportunity to elect a permanent member to complete the unexpired term.*

- b. A vacancy in a position held by an Ethnic Minority member or member of the NEA Board of Directors shall be filled temporarily by election by the Board of Directors until the next annual meeting of the Delegate Assembly, at which time a permanent Ethnic Minority representative or a member of the NEA Board of Directors shall be elected to complete the unexpired term.*

**B-5.3. Restrictions.**

- a. If any member representing a district education association, other than KESPA, ceases to perform work of a professional nature in that district education association, or ceases to be eligible for active membership, that position shall immediately be declared vacant by the Board of Directors. If any member presenting KESPA ceases to perform work of an educational support nature in Kentucky, or ceases to be eligible for active membership, that position shall immediately be declared vacant by the Board of Directors.*
- b. If any member ceases to be eligible for Active membership that position shall immediately be declared vacant by the Board of Directors.*
- c. With the exception of the NEA Directors, whose membership and participation on the KEA Board is governed by the NEA Constitution and Bylaws, absence of a member from two (2) consecutive meetings of the Board of Directors without prior approval from the Executive Committee shall constitute resignation. Request for excused absence from a scheduled meeting and the reason therefore must be provided, in writing or by electronic transmission, to the KEA President not later than twenty-four (24) hours before the scheduled meeting. Excused absence shall be granted if the member is attending to other Association business. Excused absence may be granted for other good cause as determined by the Executive Committee.*
- d. A member representing a district education association or an ethnic minority position shall serve no more than six (6) consecutive years except in the case where the member was originally elected to fill a partial unexpired term which had become vacant or was elected to fill a shortened term per Bylaw 5.1(d). In either case, the member may serve no more than the unexpired term plus two consecutive complete terms.*

**Section 3. Functions:** Consistent with the Purposes, Goals and Objectives, and the existing policies of the Association, the Board of Directors shall act for the Association between meetings of the Delegate Assembly and shall have the sole responsibility for any matter expressly delegated to it by this Constitution, the Bylaws, or the Delegate Assembly.

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**B-5.4. Duties of the Board of Directors:**

- a. *Shall implement policies established by the Delegate Assembly.*
- b. *Shall appoint the Executive Director for a term not to exceed four years and fix his or her compensation.*
- c. *Shall appoint all professional staff members of the Association, on recommendation of the Executive Director.*
- d. *Shall establish procedures for appeal from a decision of the Review Board.*
- e. *Shall authorize all official publications.*
- f. *Shall coordinate the activities of the Standing Committees and consult with appropriate Standing Committees of the Association prior to taking action on matters in their fields of responsibility.*
- g. *Shall establish the salary of the President and Vice President.*
- h. *Shall have the authority to expend contingency funds and make adjustments in the program budget.*
- i. *Shall require an annual audit of the fiscal affairs of the Association.*
- j. *Shall censure, suspend, expel, or disaffiliate an individual member or affiliate.*
- k. *Shall designate a bank for deposit of Association funds.*
- l. *Shall authorize the establishment of special committees.*
- m. *Shall establish procedures for affiliation or disaffiliation of other groups with the Association.*
- n. *Shall establish procedures for the election of state delegates to the Representative Assembly of the National Education Association.*
- o. *Shall serve as a member of the Board of Directors of the district education association from which elected.*
- p. *Shall perform such other duties as may be imposed on it by the Constitution, these Bylaws, or the Delegate Assembly.*
- q. *Shall create and approve policies as may be necessary for the day to day conduct of the association, including procedures by which to conduct its own business. For*

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*time sensitive issues and/or inclement weather the board may meet, conduct business, and vote electronically and shall promulgate appropriate policies for that purpose.*

**B-5.5 Open Meetings:**

- a. *All meetings of a quorum of the members of the Delegate Assembly or any other official bodies of the Association at which any business is discussed, or at which any action is taken, shall be open to any member, except as follows:*
  1. *During collective bargaining with staff or their representatives.*
  2. *During a discussion or hearing which might lead to the appointment, discipline, or dismissal of an individual employee.*
  3. *During an appeal by a member of a denial of legal assistance and during discussion of the appeal by the Board of Directors.*
  4. *Any meeting which might be designated in the Constitution or in these Bylaws as closed.*
  5. *Any meeting or vote may be conducted electronically. However, any member may, upon request, be allowed to view/listen to an archived record of open sessions of electronic meetings.*
- b. *Notice shall be given in regular open meeting of the general nature of the business to be discussed in closed session and the reason for the closed session, and no other matters may be discussed. The decision to go into closed session shall be by majority vote in open session. No final action shall be taken in closed session.*
- c. *All meetings of the Association, and any committees thereof, shall be announced in advance for specified times and places. A record shall be kept of actions taken and all committees shall prepare a written report for the Delegate Assembly.*

**Section 4. Impeachment and Removal from Office:** Any member of the Board of Directors may be impeached for the same reasons and with the same due process protection listed for officers of the Association in Article IV., Section 6. In case of a member elected from a district education association, jurisdiction for impeachment shall be reserved to that district education association.

**Section 5. Executive Committee:** The Executive Committee shall consist of the President, Vice President, any KEA member who is elected to the NEA Board of Directors, and the senior Ethnic Minority Board member at-large.

**B-5.6 Executive Committee:** *The Executive Committee shall act for the Association between meetings of the Board of Directors and in addition shall have the sole*

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*responsibility for any matter expressly delegated to it by the Delegate Assembly or the Board of Directors.*

**Section 6. Alternates:** District education associations, the KEA Aspiring Educator association, and the KEA Retired association may elect an alternate or alternates to serve in the event of the absence from any KEA Board meeting by a KEA Director representing their association.

**ARTICLE VI. COMMITTEES**

**Section 1. Standing Committees:** Standing Committees shall be established and/or discontinued by the Delegate Assembly.

**B-6.1. Standing Committees: Establishment and Accountability:** *Standing Committees may be established and discontinued by the Delegate Assembly. When that body is not in session, Standing Committees shall be accountable to the President, the Board of Directors, and the Executive Committee.*

**B-6.2. Types and Functions of Standing Committees:**

- a. *Standing Committees are established to facilitate the operations of the Association and to advise the Association's governing bodies in various areas. Membership of each committee shall consist of one person elected from each district association, one person elected from the Retired association, and one member elected from the Aspiring Educator association. The Senior Ethnic-Minority Director shall automatically be a member of the Diversity Committee. No person may simultaneously serve on more than one standing committee. Each district association, the Retired association and the Aspiring Educator association shall also elect one (1) alternate member of each Standing Committee. No person may simultaneously serve as an elected member of a standing committee and as an alternate of another committee, nor may any member simultaneously serve as an alternate for more than one standing committee. Members from district associations and the retired association shall be elected for a term of two years beginning July 1. Aspiring Educator members shall be elected for a term of one year beginning July 1. A member shall serve for no more than six consecutive years except in the case where the member was originally elected to fill a partial unexpired term which had become vacant. In that case, the member may serve no more than the unexpired term plus six consecutive years. These committees are:*

- 1. Compliance/Constitution*
- 2. Government Relations*
- 3. Membership, Organizing, Visibility & Engagement (MOVE)*
- 4. Diversity*
- 5. Program and Budget*
- 6. Teaching and Learning*

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- b. *The functions of the Standing Committees shall include the following:*
1. *The Compliance/Constitution Committee shall:*
    - *Review the governance documents of the local and district associations for compliance with the KEA and NEA constitutions and bylaws;*
    - *Receive and process proposed amendments to the Constitution, Bylaws and Standing Rules;*
    - *Supervise the submission and processing of new business during the Delegate Assembly;*
    - *Issue advisory interpretations upon request on issues arising from the floor of the Delegate Assembly;*
    - *Perform other duties at the Delegate Assembly as specified in the Rules or requested by the President;*
    - *Supervise the accreditation of delegates and alternates to the Delegate Assembly and the seating of delegates and members;*
    - *Conduct elections at the Delegate Assembly, prepare and check ballots for accuracy, supervise the voting area, and act as judge and constable of the election;*
    - *Conduct the election of state delegates to the NEA Representative Assembly;*
    - *Develop all state election guidelines, report its recommendations to the Board of Directors for approval, and upon approval, implement the appropriate guidelines governing each state election, and;*
    - *Monitor minority involvement in the Association and address compliance issues.*
  
  2. *The Government Relations Committee shall:*
    - *Recommend the Legislative Program to the Delegate Assembly;*
    - *Influence and support the accomplishment of the Legislative Program goals and related issues;*
    - *Facilitate members' legislative activity;*
    - *Help facilitate activities in the Legislative Support goal area;*
    - *Exert continued energy toward the pursuit of and continuation of negotiations with local boards of education, and;*
    - *Support crisis activity.*
  
  3. *The Membership, Organizing, Visibility & Engagement (MOVE) Committee shall:*
    - *Promote the activities of the Standing Committees;*
    - *Conduct surveys and needs assessment of members to share with the Board of Directors and other committees for the purpose of assessing member needs;*

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- *Promote and enhance the image of the Association both internally and externally;*
  - *Conduct programs providing grants, scholarships, awards, and competitions;*
  - *Oversee and promote the Member Benefits Program;*
  - *Encourage current members to retain KEA membership and encourage non-members to join; and*
  - *Develop effective communication programs and assist local and district associations in doing so.*
4. *The Diversity Committee shall:*
- *Encourage affirmative action in school systems;*
  - *Promote and ensure awareness of cultural diversity;*
  - *Promote the inclusiveness of the educational family by stressing minority recruitment and leadership development, and;*
  - *Coordinate human relations programs at all levels of the Association and assist locals and districts in doing so.*
5. *The Program and Budget Committee shall:*
- *Prepare the annual budget of the Association for approval of the Delegate Assembly;*
  - *Articulate annual financial goals of the Association for approval of the Delegate Assembly.*
6. *The Teaching and Learning Committee shall:*
- *Lead our professions in this arena;*
  - *Support the creation and execution of professional development offered by the Association;*
  - *Promote professional learning opportunities to the general membership;*
  - *Respond to professional learning needs as directed by the KEA Delegate Assembly;*
  - *Provide feedback on teaching and learning issues when solicited by the Association.*
7. *Each Standing Committee shall annually elect the chair to serve at the pleasure of the Standing Committee, with the exception of the Program and Budget Committee, which the Vice President shall Chair.*

**B-6.3. Expansion of Standing Committees:** *If a Standing Committee requires more members on subcommittees to accomplish its responsibilities, it shall submit a request for additional subcommittee members to the President. The President shall consider both the workload of the committee and its budget in determining the number, if any, of*

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*subcommittee members to add to the Standing Committee. Additional subcommittee members to the Standing Committee shall be appointed by the President with the approval of the Board of Directors.*

**B-6.4. Subcommittees of Standing Committees:** *A Standing Committee may form subcommittees to facilitate its work.*

**B-6.5. Vacancies:**

- a. In the event an elected member cannot attend a scheduled Standing Committee meeting, the elected alternate may attend. However, absence of the elected member from two (2) consecutive meetings shall constitute resignation.*
  
- b. A vacancy on a Standing Committee shall be filled temporarily by the elected alternate or by election by the district board of directors (or board of directors of the affiliated Retired or Aspiring Educator association) until the district (or affiliate) delegate assembly or the membership of the district education association (or affiliate association) has the opportunity to elect a permanent member to complete the unexpired term.*

**Section 2. Special Committees:** Whenever feasible, activities shall be assigned to Standing Committees. If necessary, Special Committees may be appointed by the President for the purpose of carrying out a specific activity.

**Section 3. Proportional Representation:** Ethnic minorities and administrators shall be represented on each Standing Committee in proportion to their membership in the Association. When this proportion has not been met through elections, appointment for two-year terms shall be made by the President with the approval of the Board of Directors.

**ARTICLE VII. REVIEW BOARD**

**Section 1:** The judicial powers of the Association as described in this Article shall be vested in a Review Board.

**Section 2. Powers:** The jurisdiction of the Review Board shall extend to cases as herein defined:

- a. The Review Board shall have original jurisdiction in the following cases:
  1. Impeachment of an officer who is a member of the Executive Committee or the Board of Directors;
  2. Alleged violations of the Code of Ethics of the Education Profession;
  3. The censure, suspension, or expulsion of a member;

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4. Review, upon request, of an action of the Executive Committee, Board of Directors, or Delegate Assembly, regarding consistent application of the Constitution or Bylaws of the Association.
- b. The Review Board shall have the following powers subject to the conditions as herein outlined:
1. To impeach an officer. The officer shall have the right to appeal to the Board of Directors;
  2. To censure, suspend, or expel a member for violation of the NEA Code of Ethics of the Education Profession. The members shall have the right to appeal to the Board of Directors on procedural grounds only;
  3. To vacate censure, lift suspension of, or reinstate a member;
  4. To review an action of the Executive Committee, Board of Directors, or Delegate Assembly for consistency with the Constitution and Bylaws, and to recommend to the appropriate governing body remedial action if necessary. Requests for review may be made only by the Executive Committee, Board of Directors, Delegate Assembly, a local affiliate (by official action), or upon petition of ten (10 percent of the registered delegates of the Delegate Assembly.

**Section 3. Review Board Appointment:** The Review Board shall be appointed by the President with the advice and consent of the Board of Directors.

**Section 4. Review Board Prerogatives:** The Review Board shall establish its rules of procedure with the approval of the Board of Directors. Due process shall be guaranteed.

**B.7.1. Review Board:**

- a. *The Review Board shall comprise nine (9) members of which at least two (2) shall be members of ethnic minority groups, appointed for five-year staggered terms beginning July 1. No person shall be eligible for reappointment to a regular term.*
- b. *Members of the Review Board shall have been Active members of the Association for five (5) consecutive years immediately prior to appointment. Members of the Review Board shall maintain Active membership.*
- c. *A member of the Review Board shall not serve on the KEA or NEA Board of Directors.*
- d. *No executive officer or director shall be appointed to the Review Board within three (3) years following separation from such office.*
- e. *No member of the Review Board shall be assigned to hear a case involving a member from the same school district.*



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- f. *Expenses, including any loss of salary incurred by Review Board members, shall be paid by the Association. A member shall not accept any honorarium from any source within any level of the Association.*
- g. *The Review Board may assign not less than a majority of its members to hear cases.*
- h. *The President annually shall select the Chairperson with the advice and consent of the Board of Directors.*
- i. *The Review Board shall have the discretionary authority, within its allocated budget, to employ consultants or legal counsel.*

**ARTICLE VIII. AFFILIATES**

**Section 1. Affiliation:** Affiliation shall mean a relationship based on a reciprocal, contractual agreement between the Association and an organization involved in or interested in education and shall continue until the affiliate withdraws or becomes disaffiliated.

**B-8.1. Chartering:** *Affiliates of the Association shall be chartered by a majority vote of the members of the Board of Directors present and voting at any regular meeting. Such a vote shall be taken only upon recommendation of the existing local affiliates in that school system.*

**Section 2. Proportional Representation of Ethnic Minorities and by Educational Position:** Affiliates of the Association shall take all reasonable steps to assure that their elective and appointive bodies shall have ethnic minority representation at least proportionate to the ethnic minority membership of the affiliate, and proportional representation by educational position (i.e. supervisor and non-supervisor).

**Section 3. Classes:**

- a. The governance class of affiliates shall include local and district education associations exclusively.
- b. The non-governance class of affiliates shall include all other affiliated professional and non-professional organizations.

**Section 4. Rights of Active Members in Governance Affiliates:** Each governance affiliate shall guarantee its Active members an open nomination procedure and a secret ballot, except as otherwise may be provided in this Constitution and Bylaws. Affiliates shall guarantee to Active members at the local level all the rights granted to them under B-2.2 of this Constitution. No governance affiliate shall discriminate against its Active members in their right to vote, seek office, or otherwise participate in the affairs of the affiliate, of other governance affiliates, or of the Association.

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**B-8.2. Governance Affiliates.**

- a. *A local education association, the basic unit of self-governance within the Association, may be organized in a manner which comprises any compatible group of Active members who perform work of an educational nature within the geographic boundaries of a local school system or institution of higher education or state career/technical institution which meets at least the minimum standards for affiliation as may be set forth elsewhere in these Bylaws. Active members who are eligible for membership in an affiliated statewide local must be members of the statewide local and shall pay applicable dues, provided however that those members shall also be eligible to become members of their geographic local upon payment of local dues.*
  
- b. *A district education association shall include a grouping of one or more united local associations which are compatible and geographically contiguous and meet at least the minimum standards for affiliation as may be set forth elsewhere in these Bylaws. A district education association shall also include the members of a statewide career/technical association whose worksite is within the counties which make up the district.*
  
- c. *The district associations, except for KESPA District, shall be organized by counties as follows:*
  - First District: Ballard, Caldwell, Calloway, Carlisle, Crittenden, Fulton, Graves, Hickman, Livingston, Lyon, McCracken, Marshall, and Trigg.*
  
  - Second District: Christian, Daviess, Hancock, Henderson, Hopkins, McLean, Union, and Webster.*
  
  - Third District: Allen, Barren, Butler, Cumberland, Edmonson, Logan, Metcalfe, Monroe, Muhlenberg, Ohio, Simpson, Todd, and Warren.*
  
  - Fourth District: Breckinridge, Grayson, Green, Hardin, Hart, LaRue, Marion, Meade, Nelson, Taylor, and Washington.*
  
  - Fifth District: Anderson, Bullitt, Henry, Oldham, Carroll, Owen, Shelby, Spencer, and Trimble.*
  
  - Jefferson County District: Jefferson County*
  
  - KEA Central District: Bourbon, Boyle, Clark, Estill, Fayette, Franklin, Garrard, Harrison, Jackson, Jessamine, Lee, Lincoln, Madison, Mercer, Montgomery, Nicholas, Powell, Rockcastle, Scott, and Woodford.*

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Eastern Kentucky District: Bath, Boyd, Bracken, Carter, Elliott, Fleming, Floyd, Greenup, Johnson, Lawrence, Lewis, Magoffin, Martin, Mason, Menifee, Morgan, Pike, Robertson, and Rowan.

Middle Cumberland District: Adair, Casey, Clinton, McCreary, Pulaski, Russell, and Wayne.

Northern District: Boone, Campbell, Gallatin, Grant, Kenton, and Pendleton.

Upper Cumberland District: Bell, Clay, Harlan, Knox, Laurel, and Whitley.

Upper Kentucky River District: Breathitt, Knott, Leslie, Letcher, Owsley, Perry, and Wolfe.

KESPA District shall consist of all education support members of KEA.

- d. *Changes in district education association titles and boundaries may be made by the Board of Directors upon the concurrent recommendations of the local and district education associations involved.*
- e. *New district education associations may be chartered by the Board of Directors whenever one or more compatible and contiguous local associations with at least 2,000 active members request it and this action would not reduce the total membership of another district education association below 2,000.*
- f. *Each local or district education association is considered an integral part of the Association, and membership in one is contingent on membership in the others.*
- g. *Local affiliates shall provide the due process guarantees and follow the same procedures in the recall of local elected delegates as specified elsewhere in this Constitution.*

**Section 5. Standards and Procedures for Affiliation:**

- a. Minimum standards for affiliation shall be established in the Bylaws.
- b. Procedures for affiliation shall be established by the Board of Directors.
- c. Affiliates which fail to comply with standards set forth in the Bylaws or procedures approved by the Board of Directors shall be subject to censure, suspension, or disaffiliation. The Board shall establish disciplinary procedures that guarantee due process hearings and the right to appeal to an independent body.
- d. The Constitution and Bylaws of any affiliated group shall be consistent with this Constitution and Bylaws of the Association.

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- e. When two or more local associations are merged, adherence to any guidelines for such merger as may be adopted by the Delegate Assembly shall be a prerequisite to affiliation.

**B-8.3. Standards for Affiliations:** *Each governance affiliate, local and district education associations, shall meet the following minimum standards.*

- a. *Operate under the provisions of a governance document not in conflict with the Constitution, Bylaws, or other policies of the Association.*
- b. *Carry out a continuing program to achieve the purposes, Goals, and Objectives of the Association, and those in its governing documents.*
- c. *Apply the one person-one vote principle for representation on governing bodies, conducting all elections by secret ballot after open nominations.*
- d. *Require members to belong to the Association and to the National Education Association and to recognize the pre-eminence of the NEA Code of Ethics of the Education Profession.*
- e. *Have the same membership and fiscal year as the Association.*
- f. *Guarantee proportionate representation of ethnic minority members on its governing bodies.*
- g. *Provide for proportionate representation of non-supervisors and supervisors on governing bodies, if appropriate.*
- h. *Guarantee due process hearing to any member facing disciplinary action and the right to appeal initial decisions to a second independent body.*
- i. *Agree to be reviewed at least once every five years to determine compliance with these standards.*
- j. *Provide a process for election appeals to the Board of Directors.*
- k. *Fulfill any other standards for affiliation as may be established.*

**B-8.4. Non-Governance Affiliates:**

- a. *At least 25 percent of the members in a professional non-governance affiliate and all officers shall hold some class of membership in the Association, have common occupation or subject matter assignment, be organized to further specific educational objectives compatible with the Purposes, Goals, and Objectives of the Association, and meet such other affiliation standards and procedures as may be prescribed by the Board of Directors.*

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- b. Non-professional, non-governance affiliates, including members with common interest or occupation, shall meet the same affiliation requirements as those prescribed for professional non-governance affiliates.*

**B-8.5. Fiscal Year:** *The fiscal year of the Association shall begin on September 1 and end on August 31.*

**Section 6. Special Interest Groups:** Any organized group of Association members having a common interest or purpose may be recognized as a Special Interest Group, provided such group is not eligible for any class of affiliation.

**ARTICLE IX. PROFESSIONAL STAFF**

**Section 1. Staff:** The professional staff of this Association consist of an Executive Director, a Treasurer, and such other employees as the Board of Directors, upon the recommendation of the Executive Director, may determine to be necessary to the achievement of the Purposes, Goals, and Objectives of the Association.

**Section 2. Term of Office:** The appointment and term of office of each professional staff member shall be determined by the Board of Directors, upon the recommendation of the Executive Director.

**B-9.1 Duties of the Executive Director:**

- a. To supervise the work of and assign duties to all employees of the Association and be responsible that their activities are directed toward the achievement of the Purposes, Goals, and Objectives of the Association.*
- b. To recommend to the Board of Directors the employment, continuation in service, and/or dismissal of all members of the employed staff.*
- c. To serve as the Executive Agent of the Association to see that all policies and directives are carried out.*
- d. To keep an accurate record of the proceedings of the Delegate Assembly and the Board of Directors.*
- e. To serve as Treasurer of the Association if so designated by the Board of Directors.*
- f. To receive and to acknowledge receipt of dues through the issuance of membership cards.*
- g. To keep an exact roll of all classes of membership of the Association.*

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- h. To assign professional staff members liaison responsibilities with committees or other official groups within the Association where appropriate.*
- i. To administer the Association's budget.*
- j. To perform such other duties as may be prescribed by the Constitution, these Bylaws, or the Board of Directors.*

**B-9.2. Duties of the Treasurer:**

- a. To receive all funds for the Association, deposit them in the name of the Association in a bank designated by the Board of Directors and pay them out as authorized by the Budget and by the Board of Directors.*
- b. To furnish bond in such amount as is determined by the Board of Directors, with premiums on said bond to be paid out of Association funds.*
- c. To perform such other duties as may be prescribed by the Constitution, these Bylaws, the Delegate Assembly, or the Board of Directors.*

**ARTICLE X. PARLIAMENTARY PROCEDURE**

Robert's Rules of Order Newly Revised shall be the authority governing all matters of procedure not otherwise covered in this Constitution, the Bylaws, or Standing Rules.

**B-10.1. Definitions of Terms.** *As used in the Constitution, Bylaws, and Standing Rules, the Association adheres to the following definitions of terms:*

- a. "Open nomination" means a process for naming candidates for office or position whereby any of the eligible members can be nominated or can nominate themselves. A procedure, motion or rule of order which requires that nominations cease or to that effect, is improper and shall not be allowed.*
- b. "Registered delegate" means a member who has been duly elected to the Delegate Assembly, whose credentials of election have been certified as being valid by the Compliance/Constitution Committee and approved by the Delegate Assembly.*
- c. "Ethnic minority" means those persons designated as ethnic minority by statistics published by the United States Bureau of the Census.*
- d. "Classroom teacher" means any person who is certified, where required, and a major part of whose time is spent in direct contact with students or who performs allied work which results in placement of the person on a local salary schedule for teachers.*

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- e. *“Supervisor and administrator” shall mean any person who has continuing authority to hire, transfer, discipline, dismiss or otherwise direct employees or to effectively recommend any of the aforesaid actions.*
  
- f. *“Education support professional” shall mean any person who meets the definition of “classified employee” as set forth in KRS 161.011.*

**ARTICLE XI. AMENDMENTS**

**Section 1. Constitution:** The Constitution may be amended at any Delegate Assembly by a two-thirds vote of the valid votes cast, provided the amendment has been submitted in writing to the Compliance/Constitution Committee no later than January 15<sup>th</sup> or, if January 15<sup>th</sup> falls on a weekend or holiday, by the first business day after January 15<sup>th</sup> immediately before the Delegate Assembly and provided the proposed amendment has been published in a publication that goes to all members thirty (30) days prior to the Delegate Assembly.

**Section 2. Bylaws:**

- a. The Bylaws may be amended at any April meeting of the Delegate Assembly by a two-thirds vote of the valid votes cast, provided the amendment has been submitted in writing to the Compliance/Constitution Committee no later than January 15<sup>th</sup> or, if January 15<sup>th</sup> falls on a weekend or holiday, by the first business day after January 15<sup>th</sup> immediately before the April meeting of the Delegate Assembly and provided the proposed amendment has been published in a publication that goes to all members thirty (30) days prior to the April meeting.
  
- b. Any section of the Bylaws may be suspended temporarily by a two-thirds vote of the delegates present at any meeting of the Delegate Assembly.

**Section 3. Proposed Amendments:** Proposed amendments to the Constitution and Bylaws shall include the name of the member or group proposing the amendment and the rationale for the change.