

# **Kansas Adult Education Association Constitution and By Laws**

Friday, November 4, 2022 (Amended by vote March 3, 2023)

## **Article I — Name**

The name of the organization shall be the Kansas Adult Education Association, Inc. (KAEA).

## **Article II — Purposes/Objectives/Mission**

Section 1 — The purpose and objectives of the Association shall be to coordinate and encourage adult education activities in Kansas; to collect and disseminate information; and to provide continuity of purpose and effort in the development of adult education within the state.

Section 2 — Mission Statement: Kansas Adult Education Association provides leadership, networking, advocacy, communication, and professional development in the field of adult education in collaboration with Coalition on Adult Basic Education and Workforce Development.

## **Article III — Membership and Dues**

Section 1 — Individual Membership: Any person interested or engaged in adult education may become a member of the association, and is entitled to all rights and privileges of such membership upon payment of annual membership dues.

- a. Individual Membership — May include voting privileges, communication updates, meetings, and all other privileges.

Section 2 — Institutional Membership: Any profit or non-profit organization or agency, statewide or local, engaged in or interested in adult education may affiliate with this Association. The officers of such institution shall, at time of the renewal of membership each year, designate representatives to serve as members of the Association.

- a. Institutional Membership — May include up to ten persons. Additional people may be added for the price of individual membership dues.

Section 3 — The membership year will extend July 1 to June 30, which shall be the Association year. The Board of Directors will set the annual dues.

Section 4 — The KAEA Board reserves the right to review and refuse membership to the association by unanimous vote.

## **Article IV — Officers and Duties**

Section 1 — The officers of the Association shall be President, Vice President, Secretary and Treasurer.

Section 2 — The officers shall be elected by a majority vote of those members present at the Annual Meeting of the Association. The Vice President will automatically succeed to the President.

Section 3 — The President shall preside at the regular meeting of the Association and at such meetings as shall be called which represent the Association's membership. The President shall also serve as chairman of the Board of Directors and shall be a member, ex-officio, of all committees.

Section 4 — The Vice President shall perform the duties of the President in his or her absence. The Vice President will fill the position of President if the position is vacated before scheduled elections.

Section 5 — The Secretary shall keep a record of the proceedings of all meetings of the Association and the Board of Directors. He or she shall be responsible for the correspondence of the Association. K-State University Library shall be the custodian of all the properties of the Association.

Section 6 — The Treasurer shall receive all membership fees and other receipts in the bank account of the Association. He or she shall submit a statement of receipts and expenditures to the Board of Directors at each of its meetings, and shall present a written report to the Association at the annual business meeting. A detailed budget summary of the conference shall be provided by the end of the fiscal year.

#### **Article V — Board of Directors**

Section 1 — The Board of Directors shall consist of elected officers, the immediate past-president, a member-at-large from each KAEA District, and the appointed representatives. The members-at-large from each KAEA District will serve for a term of two years and will represent the area in which they are employed.

Section 2 — The Board of Directors shall transact the business of the Association at any regular or special meeting at which a majority of the Board is present. The Board of Directors is hereby authorized to develop program and activities compatible with the goals of the Association.

#### **Article VI — Election of Officers**

Section 1 — The election of officers shall be by a vote of the members in good standing at the Annual Meeting. A nominating committee appointed by the President shall submit a list of candidates to the membership for the Board of Directors.

Section 2 — All elected officers will assume their duties on July 1 to correspond with the Association's year.

#### **Article VII — Appointed Representatives**

Section 1 — The President, with the advice of the Board of Directors, shall appoint the following representatives: Audit, Membership, Historian, Advocacy, Technology, Conference Chair, and Area Representatives.

Section 2 — Honorary representatives, not appointed by KAEA, may include the Kansas Board of Regents ex-officio, State Advocates for Adult Education Fellowship, and State Association Leadership Institute.

Section 3-- The Executive Board shall consist of the President, Vice President, Secretary, and Treasurer. The Executive Board shall be charged with taking necessary action for the Association between regularly scheduled board meetings. Any action taken during executive sessions will be shared in a timely manner.

Section 4 — The President shall also appoint ad hoc committees as may be necessary for the ongoing functioning of the official association. Chairs of ad hoc committees may be asked to report at Board meetings but will not be voting members of the of the Board of Directors. Ad hoc committees will be disbanded when their function is no longer necessary.

#### **Article VIII — Meetings**

Section 1-- The Board of Directors will have a minimum of three regularly scheduled business meetings each year.

Section 2-- The Association will have an annual business meeting.

#### **Article IX — Term Limits**

Section 1—Definition of term: A term is two years. Definition of term limit: A term limit is two consecutive terms.

Section 2—No elected officers shall serve more than two consecutive terms in the same position.

#### **Article X—By-laws**

These by-laws may be amended by a majority vote of the members present at the Annual Business Meeting, notice of such proposed amendments to be sent to the membership by the Secretary at least thirty (30) days prior to the Annual Business Meeting.