

**Kansas Association of Middle School Administrators  
Constitution and By-Laws  
Updated: September 28, 2010**

**Preamble**

We the members of the Kansas Association of Middle School Administrators (KAMSA) believe that the focal point of the school is the child and that the educational program must help all children achieve their potential as contributing members of our society.

**Mission Statement**

KAMSA exists to support middle school administrators, as their leadership responsibilities are shaped by the unique needs of early adolescent children. It also exists to help administrators translate accepted middle level theory into practices which accurately and reasonably reflect that theory or theories.

**Article 1: Name, Objectives, and Governance**

**Section 1: Name**

A. The name of this organization shall be the Kansas Association of Middle School Administrators or "KAMSA" (hereafter referred to in this constitution and by-laws as the "Association").

**Section 2: Objectives**

A. The objectives of the Kansas Association of Middle School Administrators shall be:

- (1) Facilitate positive educational leadership.
- (2) Serve as an advocate for middle school administrators.
- (3) Enhance the image of the middle school administrators as educational leaders and to promote greater recognition of the professional skill demanded by the position.
- (4) Serve as an agency for the collection and dissemination of information pertinent to the middle school administrator.
- (5) Provide services such as publications, conventions, conferences, research, state and federal relations, individual counseling, and other services authorized by the governing bodies of the association.
- (6) Promote the principle of equal rights and the elimination of bigotry, prejudice, and discrimination.

- (7) Enhance the unique and harmonious relationships among middle school administrators, with special emphasis on the Kansas Association of Middle Level Educators.
- (8) Strengthen positive relationships among administrators, school parents, and communities.

### **Section 3: Governance**

A. the Association shall be governed by the Constitution and By-Laws and such actions as the governing bodies of the Association may take consistent and therewith. Nothing in the Constitution or By-Laws shall be construed to prevent the Association from pursuing objectives that are consistent with its stated purpose.

### **Article 11: Membership**

#### **Section 1: Categories and Qualifications**

A. The association shall have regular and special categories of membership. Regular membership shall include active and emeritus members.

- (1) Active: Includes those persons who support the objectives and pay the active member dues of the Association and who are employed in professional work related to the administration and supervision of middle level students. Middle Level students shall be considered as those in grades 5, 6, 7, 8, or 9.
- (2) Emeritus: Includes those former active members who have retired.

B. Special categories of membership may be established by the Board of Directors. Those categories may include such memberships as:

- (1) Life member.
- (2) Associate Member. Associate membership might include any person who is actively interested in, engaged in, or associated with any phase of education dealing with middle level students.
- (3) Honorary Member. Honorary membership would include any person awarded such membership by the Board of Directors.

#### **Section 2: Rights and Benefits**

A. Regular members of the Association shall be entitled to all of its rights and privileges including the right to vote and hold office.

B. All special membership categories shall be entitled to the rights and privileges of the Association as determined by the Board of Directors, except the right to vote and hold office.

### **Section 3: Nondiscrimination**

A. the Association shall not deny membership on the basis of race, creed, national origin, religion, age, handicap, or sex.

### **Section 4: Property Interests of Members**

A. All rights, titles, and interest, both legal and equitable, of a member in and to the property of the Association shall end on the termination of membership.

### **Section 5: Membership Year**

A. Membership shall be effective from the date or receipt of dues by the Association Executive Director or USA. Annual memberships run from July 1 to June 30 of each year.

### **Section 6: Membership Dues**

A. Dues for active and emeritus members shall be determined by the Board of Directors. Dues for all special categories of membership shall be established by the Board of Directors.

### **Section 7: Annual Membership Meeting**

A. The annual membership business meeting shall be held in conjunction with the United School Administrators (USA) Convention.

## **ARTICLE III: OFFICERS**

### **Section 1: Officers, Terms of Office, and Qualifications of Officers**

A. The officers of the Association shall be the President, the President-Elect, Vice President, Past Presidents, and the Executive Director.

(1) A committee selected by the President will recommend to the Board of Directors a candidate for the Executive Director position at each June Board of Directors meeting.

(2) President-Elect serves a one year term and becomes President the following year.

- (3) The Vice President serves a one year term and becomes the President-Elect the following year.
- (4) The President serves a one year term and takes office at the USA/ KAMSA membership meeting.
- (5) Past-Presidents will serve as Board members for three years following their term of president. **However, past-presidents may serve longer than three years if the person and the KAMSA association agree to the continuance.** (9-28-2010)

## **Section 2: Filling of Vacancies**

- (1) A vacancy in the office of President shall be filled by the President-Elect.
- (2) A vacancy in the office of President-Elect shall be filled by the Vice President.
- (3) A vacancy in the office of Vice President shall be filled by a member of the Board of Directors and appointed by the President.
- (4) A vacancy in the office of Executive Director shall be filled by an appointment by the President and voted on the Board of Directors.
- (5) Any Past President Vacancy will not be filled.

## **Section 3: Powers and Duties**

A. President: The president is the chief officer of the Association and shall:

- (1) Serves as an ex-officio voting member and is the presiding officer of the Board of Directors.
- (2) Serves as an ex-officio voting delegate to and is the presiding officer of the annual meeting and special meetings.
- (3) Represents and speaks for the Association on matters of policy or may assign responsibility for such functions.
- (4) Reviews Association policies and recommends priorities to be considered by the Board of Directors.
- (5) Meets regularly with the officers of the Association;
- (6) Delegate duties to the President-Elect, Vice President, Past Presidents and the Executive Director.
- (7) Prepares the agenda for the meetings of the governing bodies of the Association; except as otherwise provided in the Constitution or By-Laws.
- (8) Appoints-Chairpersons and members of Association committees.
- (9) Serve as an ex-officio nonvoting member of all Association committees, except the Nominating Committee.
- (10) Has such powers and duties as are authorized by the Board of Directors.
- (11) Distributes written correspondence to the membership;
- (12) Prepares and distributes all ballots and other election materials.

B. President-Elect: The President-Elect shall:

- (1) Serves as an ex-officio voting member of the Board of Directors.
- (2) Performs other duties as directed by the President or the Board of Directors.
- (3) Serves as the chairperson for the selection committee for the administrators of the year.
- (4) Responsible with the Executive Director, for the distribution of a newsletter twice a year.

C. Vice President: The Vice President shall:

- (1) Coordinate with other professional organizations to provide workshop and conference speakers when appropriate.
- (2) Serve as the Chairperson for committees related to school improvement and recognition of excellence.
- (3) Perform other duties as directed by the President and Board of Directors.

D. Immediate Past President: The Immediate Past President shall:

- (1) Serve as an ex-officio voting member of the Board of Directors.
- (2) Perform other duties as directed by the President or the Board of Directors.

E. Executive Director: The Executive Director shall:

- (1) Keep a record of the minutes of all the Board of Directors meetings, and of all business transacted by the Association.
- (2) Coordinate, with the President, agendas for all meetings.
- (3) Develop an annual budget and submit such to the Board of Directors for approval and adoption at the Spring Board of Directors meeting.
- (4) Serve as treasurer of the Association.
- (5) Print and mail to the membership, copies of any workshops or conferences.
- (6) Work with the Vice President to edit, print and mail to the membership copies of the KAMSA Newsletter.
- (7) Perform other duties as directed by the President and/or the Board of Directors
- (8) The Executive Director shall receive a salary to be determined on a yearly basis by the Board of Directors. Expenses incurred by the Executive Director for KAMSA business will be compensated for by the Association.

## **ARTICLE IV. BOARD OF DIRECTORS**

### **Section 1: Composition**

A. The Board of Directors shall be the officers and two elected members from each of the ten electoral zones of the Association. The electoral zones or districts shall be the same as those of the Kansas Association for Middle Level Education. The school districts who's Home County as determined by the Kansas State Department of Education shall be represented by the following electoral zones or districts:

District 1: Rawlins, Cheyenne, Decatur, Sherman, Sheridan, Thomas, Gove, Wallace, Logan.

District 2: Greeley, Scott, Wichita, Lane, Hamilton, Finney, Kearney, Gray, Stanton, Haskell, Grant, Morton, Seward, Stevens, Meade.

District 3:  
Norton, Smith, Phillips, Jewell, Graham, Osborne, Rooks, Mitchell, Ellis, Lincoln, Trego, Russell, Ellsworth.

District 4: Rush, Ness, Barton, Pawnee, Hodgeman, Stafford, Ford, Pratt, Edwards, Kiowa, Clark, Barber, Comanche.

District 5: Republic, Marshall, Washington, Cloud, Clay, Potawatomie, Riley, Ottawa, Geary, Dickinson, Wabaunsee.

District 6: Saline, Morris, Rice, Marion, McPherson, Reno, Chase, and Harvey.

District 7: Butler, Sedgwick, Kingman, Harper, Cowley, and Sumner.

District 8: Nemaha, Doniphan, Brown, Atchison, Jackson, Jefferson, Leavenworth, Shawnee, Wyandotte, Douglas, Johnson.

District 9: Osage, Lyon, Franklin, Miami, Coffey, Linn, and Anderson.

District 10: Greenwood, Allen, Woodson, Bourbon, Neosho, Elk, Wilson, Crawford, Montgomery, Chautauqua, Cherokee, Labette.

## **Section 2: Term of Office and Qualifications of Directors**

A. Beginning with school year 2004-2005, Directors from Districts (position 1) 2, 3, 7, and 8 shall serve for a term of three years and Directors from Districts (position 2) 4, 5, and 9 shall also serve for a term of three years.

B. Beginning with school year 2004-2005, Directors from Districts (position 1) 1, 6, and 10 shall serve for a term of two years and Directors from Districts (position 2) 2, 3, 7, and 8 shall serve for a term of two years.

C. Beginning with school year 2004-2005, Directors from Districts (position 1) 4, 5, and 9 shall serve for a term of one year and Directors from Districts (position 2) 1, 6, and 10 shall serve for a term of one year.

D. Thereafter, the terms of all Directors shall be for three years. During the term of office, Directors must be active members of the Association. Their term of office shall commence the day of adjournment of the June Board of Directors meeting.

### **Section 3: Filling Vacancies on the Board of Directors**

A. In the event of a vacancy, the President shall appoint a member from the same electoral zone or district to serve the unexpired term.

### **Section 4: Powers and Duties of the Board of Directors**

A. The Board of Directors shall be responsible to the membership of the Association, and the members of the Board shall be ex-officio, voting delegates to the membership. The Board shall:

- (1) Act for the Association and make all policy decisions between the annual meetings of the membership.
- (2) Be responsible for approving the budget and for the fiscal management of the Association, including general supervision of reserve funds.
- (3) Determine the date and location of the annual convention and meetings of the Board of Directors.
- (4) May call special meetings of the membership by a two-thirds vote of the Board of Directors.
- (5) Determine the membership dues for regular and emeritus membership.
- (6) Determine the Association dues for all special membership categories.
- (7) Censure, suspend, or expel, for cause, any member of the Association by a two thirds vote of the Board of Directors after due notice and hearing.
- (8) Vacate, censure, or reinstate a suspended or expelled member by a two-thirds vote of the Board of Directors.
- (9) Establish committees.
- (10) Develop guidelines for each committee to follow.
- (11) Establish the fiscal year of the Association.
- (12) Have such other powers and perform such other duties as may be provided for in the Constitution and By-Laws.
- (13) Attend a minimum of two Board of Directors meetings a year.

### **Section 5: Meetings**

A. The Board of Directors shall meet at least three times a year, which may include a summer retreat to conduct the business of the Association. One meeting shall be held in conjunction with the annual membership meeting of the Association. Meeting dates and times will be set by a majority of the Board. Board members will receive due notice of all meeting dates and times. Members present at each Board of Director's meeting shall constitute a quorum.

## **Article V. Election of Officers and Board of Directors**

### **Section 1: Nomination Process**

A. The nominating committee shall present a slate of candidates at the annual membership meeting for the office of President-Elect and Vice President and for each open position on the Board of Directors. Additional nominations can be submitted from those members present.

### **Section 2: Election Process**

A. The President shall send ballots to the membership. Write in candidates can be made and voted on by members when they receive their ballots for the election process. Ballots to be counted shall be returned to the President prior to the spring meeting. The ballots shall be counted by the President prior to the spring meeting of the Board of Directors. The President shall contact and inform each candidate of the election process.

B. The election of officers and board members shall be determined by a majority of all valid ballots cast by the membership. In event of a tie vote, the members present at the final Board of Directors meeting of the current year shall vote to break the tie. The ballots shall be brought to the meeting in case of a challenge.

## **Article VI. Committees**

### **Section 1: Establishment of Committees**

A. The President shall be empowered to establish committees at the discretion of the Board of Directors. He and/or she shall take steps to insure that all districts of the State are represented whenever practically possible. Members of the Board of Directors may serve on any committee appointed by the President. The President is encouraged to use non-board to serve on committees whenever possible.

### **Section 2: Awards for Administrators of the Year**

A. A four member committee will be assigned to review nominations and check references of those nominated for Principal of the Year (POY) and Assistant Principal of



the Year (APOY). The committee will be chaired by the President-Elect. The other three members of this committee will be appointed by the President at the Summer BOD meeting.

B. Nominations for the KAMSA POY and APOY may be taken from the Board of Directors at the summer BOD Meeting.

C. The President-Elect will send all (KASA) Superintendents a nomination form for the KAMSA POY/APOY in August.

D. Principals may nominate APOY candidates as well.

E. All nominations **must** be a member of KAMSA before they are considered for the POY/APOY Awards.

F. A deadline of mid-September will be utilized for all POY/APOY nominations.

G. The nomination committee will individually complete a rating form for each of the candidates. The President-Elect will tabulate those ratings and bring those results to the fall BOD meeting. The committee will present the results to the KAMSA Executive Committee. The KAMSA Principal of the Year and Assistant Principal of the year will be announced after the fall BOD meeting.

H. Also, the nomination committee may select Exemplary Middle School Principals based on the application and ratings of other nominated candidates.

I. A press release will be made and sent to the school districts of the POY, APOY, and Exemplary principals.

J. The KAMSA POY, APOY, and any Exemplary Principals will be presented at the KAMSA spring conference luncheon.

### **Section 3: KASSP Summer/Fall Conference Breakout Presentations**

A. Nominations for potential breakout presentations shall be presented to the President-Elect at the Board of Directors meeting in January (for the KASSP summer conference) and in April (for the KASSP fall conference).

B. The President-elect will call for said nominations from members in an article in the Fall (for the KASSP summer) and the Spring (for the KASSP fall) KAMSA newsletter.

C. The President-Elect will convene a three-member committee, to be chaired by the President-Elect, to research and make recommendations to the Board of Directors the required number of presentations necessary for each conference.

D. Action shall be taken on the recommendations of the committee at the April Board of Directors meeting for the KASSP summer conference at the June Board of Directors meeting for the fall conference.

## **Article VII. Finance**

### **Section 1: Financial Records and Accounts**

A. Association financial records and accounts shall be the property of the Association and shall be open to inspection by any member upon written request to the President.

### **Section 2: Reserve Funds**

A. The Reserve Funds shall consist of the real properties and long-term investments of the Association, together with any other funds or properties received by gift, bequest, and devise, and accrued income from reserve funds investments. The reserve funds shall be in the charge of the BOD, which shall provide for the investment and safekeeping of such funds. The BOD shall report the condition of the funds to the membership no less than annually.

### **Section 3: Grants**

A. The Association may receive grants and may deposit and expend these funds according to terms laid down by the grantor and accepted by the Board of Directors.

### **Section 4: Distribution of Assets**

A. No part of the net income, revenue, and grants of the Association shall incur to the benefit of any member, officer, or any individual except that reasonable compensation may be paid for services rendered. No member, officer, or individual shall be entitled to share in the distribution of any part of the assets of the Association on its dissolution or liquidation. In the event of such dissolution or liquidation, the assets of the Association, after payment of debts and obligations, shall be transferred to one or more organizations with federal tax exempt status or for charitable and educational uses or with objectives similar to those of the Association. The receiving organizations shall be designated by the Board of Directors at its final meeting.

## **Article V111. Amendment of the Constitution and By-Laws**

A. Proposed amendments to the Constitution and By-Laws that are germane to the original intent of the Association may be acted on and approved by the Board of Directors at any scheduled meeting of the Board of Directors by a two-thirds vote of the quorum present.

B. Modification or amendments to the original intent, purpose, or function of the Association membership at an annual membership business meeting. A two-thirds vote of the membership present is required for approval.

C. Amendments which are germane to the original intent of the Association Constitution or By-Laws shall become effective following a two-thirds vote of the Board of Directors quorum.

D. Amendments that alter or change the original intent, purpose, or function of the Constitution or By-Laws shall become effective following a two-thirds vote of approval of the Association members present at an annual membership business meeting.

E. Amendments may be proposed by:

- (1) Petition containing signatures of at least ten members.
- (2) By a seconded motion of any Board of Director member.