

**CONSTITUTION
OF
KENTUCKY ASSOCIATION FOR ASSESSMENT COORDINATORS**

ARTICLE I. NAME

The name of this organization shall be the Kentucky Association for Assessment Coordinators (KAAC).

ARTICLE II. MISSION AND PURPOSES

Section 1. Mission

The Mission of the Kentucky Association for Assessment Coordinators is promoting collaboration among diverse advocates of education to provide quality assessment practices for each student in Kentucky.

Section 2. Purpose

The purpose of the Kentucky Association for Assessment Coordinators shall be to act as an advocate for appropriate instructional assessment practices. provide a network of assessment coordinators for support and information, develop communication among assessment advocates, the Kentucky Department of Education, and the current state assessment contractors, and provide educational opportunities in assessment.

Section 3. 501 (c) (3) Organization

The purpose for which the Kentucky Association for Assessment Coordinators is organized as educational, within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue Law, that is exclusively for religious, charitable, scientific, literary, and educational organizations.

Section 4. Internal Revenue Limits on Activities

Notwithstanding any other provision of these articles, this organization shall not carry on any other activities not permitted by an organization exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Revenue Law.

Section 5. Internal Revenue Dissolution

In the event of dissolution, the residual assets of the organization will be turned over to one or more organizations which themselves are exempt as organizations described in Section 501 (c) (3) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Code of 1954, or to the Federal, State, or Local government for exclusive public purpose.

Section 6. Internal Revenue Dissolution of Assets

In the event of dissolution of the Kentucky Association for Assessment Coordinators, the residual assets of the organization will be turned over to the Kentucky Association of Educational Supervisors (KASE).

ARTICLE III. MEMBERSHIP

Section 1. Eligibility

Any person, who is concerned with providing quality assessment services for each student in the Commonwealth, may become a member of the Kentucky Association for Assessment Coordinators upon the payment of annual dues as provided by the By-laws.

Section 2. Rights

Any member shall be entitled to vote, to participate in the affairs of the Association, and to receive such benefits and materials as are forthcoming from the Association.

ARTICLE IV. GOVERNANCE

Section 1. Board of Directors

The governance of the Kentucky Association for Assessment Coordinators shall be vested in the Board of Directors as the policy making body of the Association. Members of the Board of Directors must be members of KAAC and employed by or retired from a local or state education agency. The Board of Directors shall have the power to represent and act for the Association in the interim between meetings of the membership of the Association.

- A. The Board of Directors shall consist of the following: President, President Elect, Immediate Past President, Vice President, Secretary, Treasurer, nine regional representatives, and one Department of Education representative (exofficio).**

- B. The Board of Directors shall (1) formulate, review, and approve policies for the Association; (2) adopt the annual budget; (3) have power to fill vacancies in office until the next election; (4) establish committees to assure fulfillment of the purposes of the Association.**
- C. Members of the Board of Directors must participate in 75% of each year's Board Meetings, unless excused by the President. Members unable to meet this goal will forfeit the position.**
- D. Vacancies on the Board of Directors created by resignation or removal shall be filled by the Board of Directors. The Board of Directors shall appoint a replacement to fill the unexpired term. The appointed person shall be elected by a two-thirds vote of the Board from nominees submitted by any Board member and who meet the requirements as specified in the By-laws.**
- E. A quorum for the Board of Directors shall consist of at least a simple majority of the current membership of the Board.**

Section 2. Officers and Regional Representatives

- A. The President Elect, Secretary, and Treasurer shall be elected by the general membership. The Vice President shall be appointed by the President and approved by the Board of Directors as established in the By-laws.**
- B. The President shall be the retiring President-Elect and the Immediate Past President shall be the retiring President. The President, Immediate Past President, and the President Elect shall serve for a term of one year. No person may succeed him or herself in this three-year cycle without at least one intervening year.**
- C. The Secretary and Treasurer shall serve at the pleasure of the membership through the annual elections.**
- D. The duties of the Offices shall be set forth in the By-Laws.**
- E. An officer may resign by submitting a letter of resignation to the Board of Directors via the President.**

Section 3. Regional Representatives

The Regional Representatives shall fulfill the membership criteria and duties as established in the By-Laws.

ARTICLE V. AMENDMENTS

Section 1. Amendment Process

This Constitution may be amended (A) at any statewide meeting of the Association by a two-thirds vote of the members present, provided that written notice of the amendment(s) has been sent to the members at least thirty days prior to the meeting; or (B) at any statewide meeting of the Association by an unanimous vote of all present without prior notice, or (C) by a two-thirds vote of those members replying to a ballot.

Section 2. Effective Date of Amendments

Amendments become effective immediately upon adoption.

ARTICLE VI. BY-LAWS

Section 1. By-Laws

Details of the activities of the Association shall be regulated by the By-Laws. The By-Laws may be amended by a two-thirds vote of the Board of Directors. Written notice of the meeting and the By-Law changes must be given to each Board member at least 30 calendar days in advance of the vote.

Section 2. Effective Date of By-Laws

By-Laws become effective immediately upon adoption.

Section 3. Proposing By-Laws

By-Laws may be proposed by any member of the Board of Directors. A proposed By-Law should be presented in writing to the President and Secretary prior to the action by the Board of Directors.

BY LAWS

of

The Kentucky Association for Assessment Coordinators

ARTICLE I. MEMBERSHIP DUES

The annual dues for membership in the Association shall be determined by the Board of Directors.

ARTICLE II. MEMBERSHIP YEAR

The membership year as well as the fiscal year of the Association shall conform to the calendar year, January 1 – December 31.

ARTICLE III. MEETINGS

Section 1. Annual Business Meeting

The Association shall schedule one annual statewide business meeting. At this meeting there will be reports, election of officers, opportunity for the Association to adopt resolutions, opportunity to hear expressions of concerns by individuals or groups, and the transaction of any other business which the Board of Directors wishes to refer to the membership.

Section 2. Meeting Requirement

The Board of Directors shall meet at least three times each fiscal year.

Section 3. Other Meetings

Other meetings may be scheduled by the Board of Directors, if desirable.

ARTICLE IV. QUORUM AT BUSINESS MEETINGS

The members of the Association present shall constitute a quorum for official business meetings held in conjunction with any statewide meetings.

ARTICLE V. ELECTIONS

Section 1. Membership Requirement

All members elected or appointed to the Board of Directors shall have held membership in the Association at least the year prior to their election. This requirement may be waived by majority vote of the members (excluding the member for whom the waiver is being considered) of the Board of Directors present at the first meeting of the Board of Directors subsequent to the nomination of a member not otherwise qualified under this article and section.

Section 2. Election Procedure

The President-Elect, Secretary, and Treasurer shall be elected by the membership as follows: (a) a nominating committee appointed by the Board of Directors shall submit a slate containing at least one nominee for each office to be filled, such nominees to be selected from the current membership; (b) this slate shall be included in the notice for the annual statewide business meeting. Nominations will be accepted from the floor of the meeting. (c) voting shall take place at the annual statewide business meeting (d) nominees receiving the highest number of votes shall be declared elected. In the case of a tie for any position, the tied candidates shall be resubmitted to the membership until the tie is broken.

Section 3. Vice-Presidents

The Vice-Presidents shall be appointed by the President and approved by a simple majority of the Board of Directors.

Section 4. Terms

The term of elected officers and the members of the Board of Directors shall begin following the close of the annual statewide business meeting.

ARTICLE VI. DUTIES OF ELECTED OFFICERS

Section 1. President

The duties of the President of Kentucky Association for Assessment Coordinators shall be to preside at all meetings of the Association and the Board of Directors; to appoint members of special committees; to approve proper orders upon the treasury in payment of lawful claims; to perform other necessary duties incident to the office of President.

Section 2. President Elect

The President Elect shall develop activities and programs for the annual statewide meeting and other meetings as appropriate; shall

chair the Program and Services Committee; shall fulfill other duties as directed by the President.

Section 3. Immediate Past President

The Immediate Past President shall preside in the absence of the president. If the office of president is vacated, the immediate past president shall serve until the next regular election.

Section 4. Vice President

The Vice President shall chair the Communication Committee and promote the development of effective communications for the organization through the media.

Section 5. Secretary

The Secretary shall record the minutes of the Board of Directors and the Statewide Business Meetings and distribute them to the Board of Directors. The Secretary will distribute the Constitution to board members. The Secretary will act as Parliamentarian.

Section 6. Treasurer

The Treasurer shall submit a proposed annual budget for approval of the Board of Directors. The Treasurer shall disburse funds only in accordance with the approved budget and transfer funds from one category in the budget to another only at the direction of the Board of Directors. The Treasurer must prepare a detailed financial statement for presentation and approval at each meeting of the Board of Directors and at each Business meeting of the Association.

Section 7. Regional Representatives

Regional Representatives shall be responsible for the development of membership in their geographical areas. Regional representatives will serve as liaisons between the Board of Directors and members.

ARTICLE VII. REGIONAL ORGANIZATION

There shall be 9 regions. Each region shall have a Regional Representative to serve on the Board of Directors. The Regional Representative shall be elected by the regional membership at least 60 days prior to the statewide business meeting, or the Regional Representative shall be appointed by the president for a one year term, if no regional election is held.

ARTICLE VIII. STANDING COMMITTEES

The Chair of each committee is responsible for establishing membership of their committees. The following Standing Committees will exist:

- A. Program/Services – The President Elect will chair this committee that will promote the professional growth of the membership and to encourage the growth of the organization by providing a variety of services that are accessible to members. At least one annual statewide meeting shall be planned.**
- B. Communications – The Vice President chairs the Communications Committee. This committee will promote the professional expression within the organization and to the**

educational community on a state-wide basis through a variety of media.

- C. Budget and Audit – The Past President will chair this committee. This committee will audit the Treasurer reports at least annually. This committee will assist the Treasurer with the annual budget. An annual report of the audit will be presented at the annual business meeting.**

ARTICLE IX. EXPENDITURES

The funds of the Association shall be disbursed in accordance with an annual budget as approved by the Board of Directors. Transfer of funds between categories in the budget must be approved by the Board of Directors.

ARTICLE X. PARLIAMENTARY AUTHORITY

The most recent issue of Robert's Rules of Order, Revised, shall be the authority governing all matters of procedure not otherwise specified in the Constitution or By-Laws. The Secretary shall act as Parliamentarian.

**Adopted – May 18, 1993
Revised – June 22, 1999
Revised – October 25, 2011**