

PROTOCOL/SUGGESTIONS FOR KAY LEADERSHIP ELECTIONS

SPRING ELECTIONS

Elections for KAY officers are to take place in the spring of the school year.

The month of April is suggested for the following reasons:

- Provides opportunity to identify key leaders at completion of year's service activities
- Allows time for newly elected officers and appointed board members to make plans to attend KAY Leadership Camp
- Provides time for election process before a typically "busy" month of May
- Allows time for a late-month Board Retreat with out-going and in-coming officers and board members and the sponsor(s)
- Provides time to have Installation of Newly Elected Leadership at an End-of-the Year "Celebration, Appreciation and Recognition" event

IDENTIFYING POTENTIAL LEADERS

The nominating committee shall begin the process by identifying the **Five "A's"**:

- | | |
|---------------------------------------|--|
| * Assessment of needs: | What positions are needed in our club? |
| Assets on hand: | Who is available to serve? |
| Ability of candidates: | Who is able to serve? |
| Attitude of candidates: | Who is willing to serve? |
| Accomplishments of candidates: | Who gets things done? |



*NOTE: It is not necessary to fill all board positions as outlined in the KAY constitution. Some clubs combine positions (example: Service Directors could be 2-4 students assigned to all 4 areas of service, etc.)

ESTABLISHING EXPECTATIONS FOR LEADERSHIP POSITIONS

What are your expectations for your club leaders? It is important to make sure that candidates understand their job responsibilities and duties before the election/appointment process. If they are not able to devote the time and energy needed for the position, they should be removed from consideration.

Some leadership characteristics to consider are:

- | | | |
|---------------------------------------|------------------------------|----------------------|
| ▶ Dependability/Responsibility | ▶ Positive Attitude | ▶ Team member |
| ▶ Leadership by Example | ▶ Proven track record | ▶ Commitment |

(Please see Officer Agreement Form in the KAY Handbook, Section 1)

NOMINATIONS/ELECTIONS (OFFICERS)

● **A nominating committee (HS Clubs):** shall consist of 1 senior, 2 juniors, 1 sophomore & 1 freshman appointed by the president & sponsor from the general club membership, & 2 members from the current board of directors.

● **A nominating committee (MS):** shall consist of 3 eighth graders and 2 seventh graders appointed by the president & sponsor from the general membership, & 2 members from the current board of directors.

● **The president shall** act as the chairman of the nominating committee

● **The committee shall** nominate 2 members for each of the four different offices: president, vice president, secretary, treasurer

● **Members nominated shall** be contacted by the sponsor about their willingness to perform the duties of the office for which they have been nominated (see "Establishing Expectations" above).

● **Members of the KAY club shall** elect their officers by a majority vote. Voting shall take place on a school day and be done by secret ballot.

APPOINTMENT OF BOARD MEMBERS

All board members who are not elected by the club membership are appointed by the retiring president, retiring vice president, and the 4 newly elected officers. The appointments shall be approved by the sponsor(s).

NOTE: Consideration should be given to officer candidates defeated in the general election and members with interest and a proven leadership record.

THOUGHTS ON CLUB LEADERSHIP

It is permissible to deviate from the election criteria to fit the needs and leadership make-up of a club. Some ideas include:

President-

1. After nominating 2 qualified candidates for president, conduct the election. The top vote getter will become the president, and the runner-up will become the vice president
2. HS-Some clubs only consider juniors for the office of president. Reasons given: a. senior year is busy/hectic, not good devotion to position; b. past president (sr.) can mentor jr. president
3. Co-presidents to spread the load can be effective if the 2 students get along well & communicate

Vice President-

Some clubs elevate the vice president to the position of president the following year. This can be a good thing if the President and VP work closely together. This can also be disastrous if clubs don't choose well.

Board Positions-

Some board positions may be combined or have more than one student assigned. Some clubs have identified the senior member to head the committee/area during first semester, with the underclassman assuming the key leadership role during the second semester. Reason:

- a. Seniors are more productive and dependable 1st semester
- b. Underclassmen are gaining valuable training for future leadership in the club.



YOU MUST SELECT THE RIGHT LEADERS FOR YOUR ORGANIZATION.

**If you select well, the benefits are multiplied and seem nearly endless.
If you select poorly, the problems are multiplied and seem endless.**

IDENTIFYING, SELECTING & BUILDING KAY LEADERSHIP POSITIONS

**You must select the right members as candidates.
If you select well, the benefits are multiplied
and seem nearly endless.
If you select poorly, the problems are multiplied
and seem endless.**

1. Carefully read the KAY Constitution (KAY Handbook, Section I, pg. 4-6, enclosed).
2. Identify the leadership positions for your club. Typically, a club will select a president, vice president, secretary and treasurer.
3. Appoint a nominating committee (Section I, page 6, Article 9). The nominating committee will select the candidates for president, vice-president, secretary and treasurer. **NOTE: It is suggested that you consider adding 2 adults to this committee—faculty or school administrators who can speak to the candidates qualifications and character.**
4. Allow members interested in seeking an office to submit their name for candidacy.
5. All candidates should submit a “Seeking A KAY Leadership Position” form which also indicates “Why they are seeking office” (sample enclosed; change as needed).
6. The nominating committee should carefully consider the candidates “KAY Leadership Position” information and the following leadership qualities in each candidate, most importantly—the candidates for president:



- ▶ **Character**
- ▶ **Influence**
- ▶ **Positive Attitude**
- ▶ **Confidence**
- ▶ **Teamwork**

- ▶ **Good People Skills**
- ▶ **Proven Track Record**
- ▶ **Self Discipline**
- ▶ **Effective Communication Skills**
- ▶ **Dedication/Commitment**

7. Please read “Thoughts on Club Leadership” (Section I, page 9) for ideas.
8. Hand each candidate a copy of the duties of the office they have been nominated for (Constitution, Section I, pages 4-5). If there are additional expectations, please let them know at this time. **It is extremely important that candidates understand what will be expected of them throughout the school year.**

9. Hand each candidate a copy of the Officer's Agreement (Section I, page 11). Ask them to complete the form and return before the balloting takes place (form also enclosed).



10. Prepare ballots.

11. At a club meeting prior to the election, ask an outstanding member(s) to give their perspective on the importance of electing individuals who will assume responsibility, have enthusiasm, are respected by students and faculty and will give top priority to their officer's responsibilities. Ask candidates to tell the membership "Why they want to be a KAY Officer/Leader".

12. Selection of your officers should be done by secret ballot. Consider voting by placing a ballot box in the sponsor's room (or an easily monitored room). Members will need to receive a ballot and may vote anytime during an appointed day.

13. Once your new officers have been selected, they should meet with the sponsor and the outgoing officers to appoint members to the board positions. Please consider members who have made contributions to your club and those who will be strong team members. **NOTE 1:** It is not necessary to utilize all board positions identified in the Constitution. **NOTE 2:** In this era of technology, clubs are encouraged to consider a board position for technology – i.e., KAY web design, power point presentations, email member reminders, etc.

NOTE:

● Don't let the "Board" become the club (i.e., a large group that seems to make all of the decisions and have all of the fun).

● It is better to have too much to do vs. not enough to do. People (board members & members) who don't have anything to do get bored and quit showing up.

14. It is important that your perspective new board members understand what will be expected of them throughout the school year. Hand them a copy of their duties for the position they have been nominated for (see Constitution).

15. Hand each board member candidate a copy of the Board Members Agreement (Section 1, page 8). Ask them to complete the form and return before the positions are identified.

16. **It is extremely important that every officer and board member understand that they will need to take the initiative from time to time and always lead by example.**

17. See www.kshsaa.org (activities/KAY/News/Election Info) for more ideas.

**The strength of an organization is a direct result of the strength of it's leaders.
EVERYTHING RISES AND FALLS ON LEADERSHIP!**

CONSTITUTION



Article 1 Name

This association shall be known as the **KANSAS ASSOCIATION FOR YOUTH**.

Article 2 Membership

Active membership in this association shall be open to all students attending school which are members of the Kansas State High School Activities Association.

Article 3 Officers

Section 1. The officers of the local association shall consist of president, vice president, secretary, and treasurer.

Section 2. The officers shall hold office for a term of one year.

Section 3. The president and vice president shall be upper-class members. The two other officers shall be chosen at large from any of the classes.

Section 4. The board of directors shall consist of the officers of the association, and the directors of regular programs, school service, community service, national service, world service, publicity, recreation, the point system, and technology.

Section 5. The local association may add or combine positions on the board of directors, and it may add assistants for each of the directors. See Constitution, Article 8, Section 4 for additional board member possibilities.

Article 4 Meetings

Section 1. The regular meetings of the local association shall be scheduled by the board of directors, sponsors, and the principal of the school.

Section 2. Monthly and special meetings of the local board of directors shall be called by the president with the approval of the sponsor.

Article 5 Sponsors

Section 1. The local association shall be sponsored by as many teachers as the principal and head sponsor deem advisable.

Section 2. The principal may designate one of the sponsors as head sponsor.

Section 3. The sponsors shall reserve the right to veto any motion passed by the officers and the board of directors.

Article 6 Amendments

This constitution may be amended by a majority vote at any official meeting of the Board of Directors of the Kansas State High School Activities Association.

Article 7 Membership

Section 1. New members shall be admitted to the local association only at the times designated by the local group. (A definite time should be set by each group.)

Section 2. The yearly state dues for the association shall be two dollars (\$2.00) a year for each member. The fees shall be paid to the Kansas State High School Activities Association not later than October 15.

Article 8 Duties of Officers

Section 1. The officers shall, at the time of election, be students in good standing as interpreted by the rules and regulations of the Kansas State High School Activities Association, and shall conform to all local requirements for student officers.

Section 2. The government and direction of the local association and control of its property shall be vested in the officers and sponsors.

Section 3. The primary officers and board members shall have the following powers and duties:

a. President: It shall be the duty of the president to preside over all meetings of the local association; appoint all committees, not elected by the association, in an open meeting; act as an ex officio member of all committees; schedule an appointment every two weeks with the head sponsor to discuss plans for the meetings of both the local association and board of directors and all other plans for the association; and to get in touch with each member of the board of directors to discuss the work of their respective committees at least every two weeks.

b. Vice President: It shall be the duty of the vice president to perform all duties of the president in his or her absence; and to act as chairperson of the membership committee.

- c. **Secretary:** It shall be the duty of the secretary to keep a record of the proceedings of the regular meetings of the local association; the meetings of the board of directors and of all committees; conduct all correspondence of the association, which shall include letters of appreciation to all individuals who aid in carrying on its work or programs; make semester reports to the state office.
- d. **Treasurer:** It shall be the duty of the treasurer to keep a record of all receipts and expenditures; write all checks or vouchers according to the rules and regulations of the local schools; and once a month, check accounts with the school treasurer.
- e. **Director of Regular Programs:** It shall be the duty of the director of regular programs to meet every two weeks with the head sponsor, director of special programs, director of music, and the president to give a written report on the programs for the next two meetings; and to use his or her own initiative and that of his or her committee to form a varied, interesting, and worthwhile program for the association.
- f. **Director of School Service:** It shall be the duty of the director of school service to take charge of all school projects of the association, and at all times to be aware of the needs of the school and of ways in which the association can meet those needs.
- g. **Director of Community Service:** It shall be the duty of the director of community service to take charge of all community service projects, make detailed plans with the sponsor and president for all committees, publicity and project procedure; and to clear dates for projects with the school administrators.
- h. **Director of National Service:** It shall be the duty of the director of national service to take charge of all national service projects, make detailed plans with the sponsor and president for all committees, publicity and project procedure; and to clear dates for projects with school administrators.
- i. **Director of World Service:** It shall be the duty of the director of world service to take charge of all world service projects, make detailed plans with the sponsor and president for all committees, and to clear dates for projects with the school administrators.
- j. **Director of Recreation:** It shall be the duty of the director of recreation to plan two after-school parties for each semester; to take charge each semester of one party during the regular meeting; and to sponsor one social event each year for parents and faculty members.
- k. **Director of the Point System:** It shall be the duty of the director of the point system to keep a complete record of the points earned by the local association for the state awards; to report points earned to the state office; to give the president, director of regular programs, director of special programs, head sponsor and principal a copy of the yearly report.
- l. **Director of Publicity:** It shall be the duty of the director of publicity to inform members of the local association of future meetings and activities by attractive posters; to assist the recreation committee with party decorations; and to report news for the school paper and local newspaper.
- m. **Director of Technology:** It shall be the duty of the director of technology to design /keep up to date a KAY website on the school website; to assist with taking pictures of KAY activities and file/organize on computer; prepare power point presentations for new members (what is KAY), end of the year celebration (a look back at the year), etc.

Section 4. Additional board members may include:

- a. **Director of Special Programs:** It shall be the duty of the director of special programs to meet monthly with the head sponsor, director of regular programs, director of music, and the president to give a written report on the next special meeting of the association which shall be three weeks after the committee meeting; and assume responsibility for rehearsals and provide appropriate atmosphere.
- b. **Director of Music:** It shall be the duty of the director of music to attend all meetings of the regular and special program committees; plan with both program directors effective music and songs for each meeting, and after each committee meeting notify and practice the music with the director of piano; keep a complete record of all music belonging to the association; take charge of the music at every regular meeting and at board of directors' meetings.
- c. **Director of Piano:** It shall be the duty of the director of piano to meet with the director of music at least one week before each program to plan and practice the music; keep a complete record of all association music; and to be responsible for music, which shall be appropriate for each program.
- d. **Director of Parliamentary Law:** It shall be the duty of the director of parliamentary law to prepare a paper for each member of the board of directors which shall include the procedure for a business meeting, the form for a main motion, amendment, point of order, appeal from the decision of the chair, call for a division, and adjournment. Members of the local association may add other

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motions if they deem it advisable. The director shall know the correct procedure for each motion given.

- q. Director of Finance:** It shall be the duty of the director of finance to call a meeting at the beginning of the school year of the treasurer, president, vice president, director of recreation, and a sponsor to plan the budget for the year; to take charge of all projects of the local association to make money; and to give a complete report of the costs and receipts of every project to the treasurer.

Article 9 Elections

Section 1. Regulations governing elections for the high school and middle school shall be as follows:

- a. Four-Year High School: The nominating committee shall consist of one senior, two juniors, one sophomore and one freshman appointed by the president from the association as a whole, and two other members who shall be elected from the board of directors, neither of whom may be the president.
- b. Middle School: The nominating committee shall consist of three eighth graders and two seventh graders, appointed from the association as a whole by the president, and two other members who shall be elected from the board of directors, neither of whom may be the president.

Section 2. The president shall act as chairman of the nominating committee.

Section 3. The committee shall nominate two members for each of the four offices: president, vice president, secretary and treasurer.

Section 4. Members of the association shall elect their officers by a majority vote.

Section 5. Elections shall be held prior to the first of May.

Article 10 Appointments

Section 1. All directors who are not elected by the association are appointed by the retiring president, retiring vice president, and the four newly elected officers.

Section 2. The appointments shall be approved by the sponsors.

Article 11 Parliamentary Authority

Section 1. All business meetings of the association and the board of directors shall be governed by the parliamentary law as set forth in Robert's Rules of Order.

Article 12 Quorum

Section 1. One half of the members of the local association shall constitute a quorum at any regular or special meeting.

Article 13 Amendments

Section 1. These bylaws may be amended by a majority vote at any official meeting of the Board of Directors of the Kansas State High School Activities Association.

STATEMENT of INTENTION for KAY BOARD MEMBERS AND OFFICIERS

Note: It is suggested that each candidate for an office or member of the board sign one of the following statements:

KAY OFFICER'S AGREEMENT

If I am selected as a candidate for _____ office, I WILL:



1. Attend a Regional Conference (if I am elected as a delegate).
2. Attend board meetings during noon hours, after school and/or evenings when necessary and the regularly scheduled monthly meetings.
3. Support all club activities by attitude, attendance and participation.
4. Uphold the ideals which are stated in the Motto, Slogan, Pledge and Declaration of Privileges and at all times influence others to do likewise.
5. Work for and support the policies of my school.
6. Consider it a privilege to work with my principal and sponsor to serve our school, to show appreciation for our faculty, to develop a friendly spirit among our students and to build school spirit.
7. Be loyal to the confidences of officers, sponsors and school officials, and be a positive influence in the life of my school, community, nation and world.

Date: _____ Signed by Candidate: _____

Parent Signature: _____

KAY BOARD MEMBER'S AGREEMENT

If I am selected to serve as a board member, I WILL:



1. Attend all scheduled Board of Directors' meetings called during noon hours, after school, or evening unless previously excused by the president and the sponsor.
2. Attend all Board Directors' meetings held on schooltime, unless I am absent for a good reason.
3. Attend special committee meetings, to plan the activities necessary for fulfilling the duties of the chairperson and committee.
4. Support all club activities by attitude, attendance and participation.
5. Uphold the Motto, Slogan, Pledge, and Declaration of Privileges at all times and influence others to do likewise.
6. Work for and support the policies of the school and at all times respect and remain loyal to the confidences of others, sponsors, teachers and school officials.

Date: _____ Signed by Candidate: _____

Parent Signature: _____

SEEKING A KAY LEADERSHIP POSITION

If you are interested in seeking a position as a KAY Officer/Board member, please provide the following information and return to the KAY Sponsor no later than April 10.

NAME _____ GRADE: _____

NUMBER OF YEARS IN KAY: _____ SCHOOL YEAR SEEKING POSITION: _____

SCHOOL/KAY CLUB: _____

PREVIOUS KAY POSITIONS HELD: _____

OFFICE/POSITION SEEKING: _____

Please list other officer/ positions you have held at our school (identify name of organization, position and sponsors name):

Please identify other activities you participate in (list all school clubs & athletics as well as activities outside of school).

Why are you seeking a leadership position in our KAY Club?

What strengths do you have that will add to your success in this position?

As an officer in our KAY Club, you must be a responsible, dependable, team member who will lead by example; you should have a good character, display a positive attitude, be a hard worker and be committed to the beliefs of the KAY organization. Why do you feel you have these qualities?

It is an honor and privilege to serve as an Officer in our KAY organization.

It is important that our leaders not only set a good example for our members but also serve as a role model for others in the school and community. Attendance at club and board meetings is a requirement of this position as well as other specific duties. NOTE: See your sponsor for the Qualifications, Responsibilities & Duties of the position you are seeking.

The information I have provided on this form is true to my knowledge. If selected, I agree to represent our KAY organization to the best of my ability and to abide by the conditions of my office & the officers agreement.

Candidate Signature: _____ Date: _____

Parent Signature: _____ Date: _____

