

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.