

**KANSAS STAFF
DEVELOPMENT COUNCIL**

CONSTITUTION

Revised April, 1999

CONSTITUTION OF THE KANSAS STAFF DEVELOPMENT COUNCIL

Article I. Name and Purpose

Section 1: This organization shall be known as the Kansas Staff Development Council (KSDC).

Section 2: The purposes of the KSDC shall be the following:

- (a) Provide current information relating to the needs and concerns of staff development personnel;
- (b) Promote effective staff development practices;
- (c) Provide the opportunity to learn from and to share with others;
- (d) Cooperate with other organizations that promote staff development activities;
- (e) Provide assistance with the design and implementation of staff development programs; and
- (f) Expand training opportunities for staff development leaders.

Article II. Affiliation

The Kansas Staff Development Council shall be affiliated with the National Staff Development Council (NSDC).

Article III. Membership and Dues

Section 1: The membership categories shall be individual, building, and agency. Eligibility requirements and privileges shall be as follows:

- (a) Any individual interested in the purposes of the KSDC will be eligible for individual membership. Individual members will receive all mailings and shall be eligible to hold office and vote.
- (b) Any building that has a staff development component shall be eligible for building membership. Building members shall receive all mailings and may designate one person to vote for the building.
- (c) Any agency that has a staff development component shall be eligible for agency membership. Agency members shall receive all mailings and may designate one person to vote for the agency.

Section 2: The membership year shall be October 1 through September 30.

Section 3: Dues shall be levied in accordance with the Constitution's Bylaws.

Article IV. Officers

Section 1: The officers of the KSDC shall be President, President-Elect, and Secretary. Each officer shall hold individual membership in KSDC and NSDC.

Section 2: The responsibilities of the officers shall be as follows.

- (a) The president shall preside over all meetings of the KSDC and of the KSDC Board of Directors, appoint or approve all members of standing committees and any other committees not otherwise provided for in the Constitution, see that all provisions of the constitution are fulfilled by appropriate officers and committee chair people, serve as liaison for any business involving an external agency, and serve as ex-officio member of all committees.
- (b) The president-elect shall preside in the absence of the president. The president-elect shall assume the office of the president if this office is vacated before the expiration of

the term and shall succeed to the office of president at the expiration of the presidential term.

- (c) The secretary shall keep records and minutes of all meetings of the KSDC and the KSDC Board of Directors, be responsible for all correspondence, issue notices of meetings, and perform other duties as specified by the president.

Section 3: The officers shall be elected as follows:

- (a) The president and president-elect shall be elected to serve a one year term.
- (b) The secretary shall be elected to serve a two year term.
- (c) Officers shall be elected during the annual business meeting. All newly-elected officers shall assume their duties at the conclusion of the summer Board meeting.
- (d) A person cannot hold two offices at the same time.

Section 4: The Board of Directors of the KSDC shall consist of the elected officers of the KSDC, the immediate past-president and twelve members to be elected by the membership. Ex-officio members of the Board shall consist of the executive secretary, treasurer, publications coordinator, and representatives of KASCD, KNEA, and other associations/agencies as determined by the Board. A simple majority of the KSDC Board shall constitute a quorum. The KSDC Board shall act as the governing body of the KSDC. In the event an office or Board position (other than the presidency) is vacated, the KSDC Board shall select a replacement for the unexpired term. The KSDC Board shall meet at least quarterly and as necessary to conduct the business of the KSDC.

Section 5: The KSDC Board of Directors shall be elected as follows:

- (a) All KSDC Board members shall be elected to serve terms of two years.
- (b) KSDC Board members may not serve more than two consecutive terms excluding service as an officer.
- (c) KSDC Board members shall be elected during the annual business meeting by those members present. All newly-elected KSDC Board members shall assume their duties at the conclusion of the summer Board meeting.
- (d) One half of the KSDC Board members shall be elected each year; 6 on even numbered years, 6 on odd numbered years.

Section 6: Any position on the KSDC Board of Directors may be declared vacant by a two-thirds vote of the KSDC Board should it become necessary for cause. Cause shall be defined as either of the following:

- (a) not performing duties as defined by the Constitution in Article IV;
- (b) excessive absence from KSDC Board meetings (more than 50 percent).

Section 7: The Executive Board shall consist of the three officers and the immediate past president.

Article V. Meetings

Section 1: The KSDC shall hold an annual conference. The annual business meeting shall be conducted at this conference.

Section 2: Additional meetings of KSDC may be called by the KSDC Board of Directors provided the membership is given notice at least 30 days prior to the meeting.

Article VI. Dissolution

If at any time the KSDC shall cease to carry out the purposes as herein stated, all assets and property held by the KSDC, whether in trust or otherwise, shall after the payment of all liabilities, be paid over to an organization which has similar purposes and has established its tax-exempt status under Section 501 (c) (3) of the Internal Revenue Code of 1954 as enacted or as it may hereafter be amended. The designated organization shall be endorsed by a majority vote of the KSDC Board.

Article VII. Amendments

Any member may propose changes to this Constitution by sending the proposed changes to the president at least 90 days prior to an annual business meeting. The proposed changes must be mailed to all members one month prior to the annual business meeting. The proposed changes must be approved by two-thirds of the active members present at the annual business meeting.

Article VIII. Parliamentary Authority

Robert's Rules of Order Revised shall govern KSDC in all cases to which they apply and in which they are not inconsistent with this Constitution and any special rules of order KSDC may adopt

Article IX. Internal Revenue Service

The purposes for which the KSDC are organized are exclusively educational as defined in the Internal Revenue law, and notwithstanding any other provision of those articles, this organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under the 501 (c) (3) of the Internal Revenue Code (1954) or the corresponding provisions of any future United States Internal Revenue law.

BYLAWS OF THE KANSAS STAFF DEVELOPMENT COUNCIL

Article I. Dues

Section 1: Individual, Building, and Agency dues are determined annually by the Board of Directors. Group discount rates can be made available to members joining at the same time.

Section 2: Dues are payable at the beginning of the membership year.

Article II. KSDC Board of Directors

Section 1: The KSDC Board of Directors shall consist of three officers, the immediate past president, and 12 members. The 12 members shall be distributed and elected as follows: one district-level administrator to be elected in odd numbered years, one principal to be elected in even numbered years, one "A" teacher to be elected in odd numbered years and one "B" teacher to be elected in even numbered years, one representative from an institution of higher education to be elected in odd numbered years, one representative from classified staff to be elected in even numbered years, one representative from the Kansas Department of Education to be elected in even numbered years, one representative from an intermediate service agency to be elected in odd numbered years, an "A" representative from east of Rt. #281 to be elected in odd numbered years, a "B" representative from east of Rt. #281 to be elected in even numbered years, an "A" representative from west of Rt. #281 to be elected in odd numbered years, and a "B" representative from west of Rt. #281 to be elected in even numbered years.

Section 2: All members of the KSDC Board of Directors shall be current members of the Kansas Staff Development Council and the National Staff Development Council.

Section 3: The nominating committee shall make its report to the membership in the newsletter preceding the annual business meeting. Additional nominations may be made from the floor at the annual business meeting.

Article III. Committees

Section 1: Members of all committees and subcommittees shall be current members of the Kansas Staff Development Council.

Section 2: The KSDC Board shall be represented on each committee of the organization.

Section 3: The standing committees shall consist of a minimum of 2 KSDC members plus the chairperson who is an elected or ex officio member of the Board of Directors. The chairperson has the authority to add additional members or to create subcommittees as needed with the approval of the president.

Section 4: The standing committees shall be:

- (a) Nominating Committee. The immediate past president will serve as chairperson. At least one month prior to the annual business meeting, the committee shall mail to the voting membership the proposed slate of officers.
- (b) Program Committee. This committee shall be responsible for planning the Spring conference, Fall workshop, and follow up activities of KSDC.
- (c) Publications Committee. The publications coordinator will serve as chairperson. This committee shall be responsible for planning and producing KSDC publications including a newsletter to be distributed to all members.
- (d) Membership Committee. This committee shall be responsible for promoting membership.
- (e) Advocacy Committee. This committee shall be responsible for planning and coordinating effective communication of staff development issues to policy making agencies.
- (f) Community Building Committee. This committee shall plan networking and collegial opportunities for members.
- (g) Collaboration Committee. This committee shall plan and coordinate collaborative efforts of KSDC with other professional organizations, agencies, and businesses.
- (h) Quality Practices Committee. This committee shall research, define, and disseminate information about best staff development practices.

Section 5: The president is authorized to appoint additional committees as needed to carry out the purposes of the Kansas Staff Development KSDC.

Article IV. Business Meeting

Section 1: The Kansas Staff Development Council shall hold a business meeting during the annual conference. During this meeting, the KSDC will receive reports, approve the budget, elect officers and KSDC Board members and conduct any other business necessary for the good of the KSDC.

Section 2: The KSDC Board of Directors shall set the agenda for the annual business meeting and publish it in the KSDC newsletter at least one month prior to the meeting.

Article V. Amendments

Section 1: Proposed changes to the Bylaws must be submitted to the KSDC Board of Directors which will present the proposed amendment to the membership at the next annual business meeting.

Section 2: Proposed changes to the Bylaws shall be adopted by a majority vote of those voting members present at the annual business meeting.

KANSAS STAFF DEVELOPMENT COUNCIL MISSION

KSDC will promote student learning by supporting educators in defining, refining, and advocating best staff development practices.

BELIEFS

1. We believe the ultimate purpose of staff development is to improve student learning.
2. We believe a staff developer is anyone who systematically enables others to change their professional behavior.
3. We believe effective staff developers use a research base to continually define and refine best practices.
4. We believe collaboration strengthens staff development.
5. We believe effective organizational development is required if all students are to learn.
6. We believe organizational development requires individual change.
7. We believe each educator has a moral responsibility to improve professional effectiveness through life long learning.
8. We believe reinforcement and support systems are critical to the transfer of learning into practice.
9. We believe ongoing assessment is critical for effective staff development decisions.