

# KENT INTERMEDIATE ASSOCIATION OF SCHOOL BOARDS

## CONSTITUTION AND BYLAWS

### ARTICLE I

**NAME** The name of this organization shall be the Kent Intermediate Association of School Boards.

### ARTICLE II

**PURPOSE** The purpose of this association shall be the improvement of the services rendered by school districts in the Kent Intermediate area through the cooperative effort of the members of the school boards.

This purpose is to advance the discussion of common problems and solutions, and to foster a greater civic and school consciousness among the citizens of the school districts, as well as to advocate for educational issues with local, state and national governmental units.

### ARTICLE III

**MEMBERSHIP** School districts, not individual members, shall constitute the membership of the association. All school districts that are constituents of the Kent Intermediate School District shall be eligible for membership. Grand Rapids Community College will be an associate member.

### ARTICLE IV

**VOTING** Each member board shall have only one vote on each resolution or on other matters coming before the association. In order to vote, a constituent school board may designate one of its members to represent it at an association meeting.

### ARTICLE V

#### **BOARD OF DIRECTORS**

The Board of Directors shall conduct the affairs of the association.

**Section 1** The directors of this association shall be comprised of 9 members of the different constituent boards and will serve three year terms or until their term on their respective constituent board expires, whichever shall come first.

The officers of this association shall be President, Vice President, Secretary-Treasurer, and shall be elected from and by the Board of Directors. The officers shall serve two year terms with elections held at the first meeting following the election of Directors in each even year.

## **DUTIES OF OFFICERS**

**Section 2** The President shall preside at all meetings and shall be the ex-officio member (non-voting) - of all committees. The Vice President shall act in the absence of the President and shall be the official Parliamentarian of the organization. The Secretary-Treasurer shall ensure minutes of all association meetings are kept, attend to all necessary correspondence, be the legal custodian of the funds, and render a quarterly report of all funds received and disbursed.

## **ELECTION OF DIRECTORS**

**Section 3** A nominating committee shall be appointed by the President each year to prepare a slate of Director candidates for the annual meeting held no later than April each year. The nominating committee shall solicit Director candidates for the Board from the constituent boards by the end of March each year. The nominating committee shall endeavor to balance the KIASB board among the constituent districts and the regions of the ISD. Election of Directors will be by a simple majority of the constituent school boards by ballot.

Terms of Directors shall be for a 3 years and commence the first of July and conclude after three years on June 30th.

The nominating/elections committee shall draw up and designate the slate of candidates for the election of Directors.

Nominations for Director may be made by any active member school board by forwarding the nominee's name in writing to the President between the third Monday of February and the first Monday of April of each year. A nominee for a Director shall be a trustee of the active member board that makes the nomination.

The nominating/elections committee shall prepare ballots for the election of Directors. Elections may be held at the next regular meeting of the KIASB constituent boards between April and June or may be elected via a list of candidates with their qualifications that shall be prepared and sent to each active member school board by the fourth Monday of April of each year. In either event, after each active school board member has voted and the tally of those votes recorded for a majority, each active school board will mark the ballot for not more than the number of Directors specified. This will be counted at the regular meeting of the KIASB constituent

boards, or, if a meeting cannot be held, the marked ballot will be returned by secure means to the KIASB President no later than 5 p.m. on the first Monday in June.

## **VACANCIES**

**Section 4** Vacancies occurring in the position of Officer or Director shall be filled by appointment made by the President in consultation with other board members. This may be done through a special meeting or electronic communication. All appointments shall be approved by the Board of Directors. If the Presidency is vacated, the Vice President shall fill that role, and the new President shall then fill the vacancy of Vice President by appointment.

The appointee to the position of Director or as an Officer shall serve the balance of the term to which they've been appointed.

## **ARTICLE VI**

### **MEETINGS**

**Section 1** At least three (3) meetings of the association shall be held throughout the year on dates and at times found to be most convenient to association members.

### **SPECIAL MEETINGS**

**Section 2** Special meetings of the association may be called by the President, provided that a written notice of the time, place, and purpose of such special meetings is mailed to each member board at least ten (10) days in advance.

### **QUORUM**

**Section 3** Thirty percent (30%) of member boards shall constitute a quorum for any meeting.

### **PLACE OF MEETING**

**Section 4** The place of meeting shall be established by the Board of Directors. The President may act on behalf of the Board of Directors if it is necessary to change the meeting place.

## **ARTICLE VII**

## **COMMITTEES**

**Section 1** The President shall appoint the members of such committees as shall be established by the Board of Directors.

## **TENURE**

**Section 2** All committee appointments shall terminate at the next annual meeting following such appointments.

## **EXPENDITURES**

**Section 3** No committee shall have the power to create any financial liability for the association.

## **ARTICLE VIII**

## **DUES**

**Section 1** The dues of this association shall be set annually by the Board of Directors. Dues shall be established at the last Board of Directors' meeting of the year for the succeeding year.

## **FISCAL YEAR**

**Section 2** The fiscal year shall commence on July 1 of each year.

## **ARTICLE IX**

**AMENDMENTS** The Constitution and Bylaws of this association may be amended at any regular meeting by a two-thirds (2/3) vote of member Boards present. Such proposed amendment shall be introduced at a regular meeting of the member Boards and included in the notice for the next meeting. Member Boards shall be notified of proposed changes at least 30 days prior to the next regular meeting of the membership Boards at which time the changes will be voted upon.

## **ARTICLE X**

## **RULES OF ORDER**

Roberts' Rules of Order, as newly revised, shall govern all meetings where applicable and not in conflict with explicit provisions of these bylaws.