

**BYLAWS
OF THE KENTUCKY ORGANIZATION OF SUPERINTENDENTS'
ADMINISTRATIVE ASSISTANTS (KOSAA)**

ARTICLE I - NAME

The name of the organization shall be the Kentucky Organization of Superintendents' Administrative Assistants (KOSAA).

ARTICLE II – PURPOSES

The purpose of the Organization shall be:

- To provide an avenue for training and activities to address common needs, specifically those related to communication skills and legal compliance issues.
- To support those individuals new to the position.
- To establish a recognition process (Professional Assistants Academy) to encourage professional growth and renewal.
- To develop communication tools to encourage sharing of quality information.

ARTICLE III – MEMBERSHIP

Membership in the Organization shall be open to all professional administrative assistants and secretaries assigned to serve the superintendent, deputy/assistant superintendent or board of education of a public school district. Full discretion rests with the local district as to selection of individuals that will attend KOSAA meetings.

ARTICLE IV – OFFICERS

Section 1.

The officers of the Organization shall consist of President, President-Elect, and Immediate Past President, all of whom must be members of the Organization. A KSBA liaison shall serve as Secretary of the Organization.

Section 2.

Officers of the Organization shall be elected by a majority vote of the members present at the winter business meeting held annually, beginning in February of 2007, with the following exceptions. The office of Immediate Past President shall be occupied by the person indicated; and beginning at the annual winter meeting of the year 2008, the office of President shall be filled by the President-Elect.

Section 3.

The President-Elect shall succeed to the position of President at the close of the annual winter business meeting held the year following election to the position of President-Elect or in the event the President is no longer able to serve. Should the President-Elect no longer be eligible or upon said officer's resignation, the vacancy shall be filled by election at the next business meeting of the Organization. Upon completion of the term as President, the President shall succeed to the office of Immediate Past President unless the individual is no longer eligible for membership or has resigned. Other officers shall take office at the close of the annual business meeting at which they are elected. All shall serve one-year terms and shall be eligible for reelection. Consecutive terms in a given position shall be limited to two full terms. Partial terms served shall not count toward the two-term limitation.

Section 4.

The duties of the officers shall be as follows:

President – shall preside at all meetings of the Organization; appoint all committees not otherwise provided for; oversee the general operations of the Organization; and serve as official spokesperson for the Organization.

President-Elect – shall preside at all meetings in the absence of the President; chair the Program Planning committee, and perform the duties of the President upon the President's resignation or disqualification.

Secretary – shall keep the minutes of the Organization, track Professional Assistants Academy credits, and be responsible for facilitating the sharing of information among its members. The office of secretary shall be filled by a KSBA staff liaison.

Immediate Past President – shall chair the Nominating Committee.

ARTICLE V – BOARD OF DIRECTORS

At minimum, the KOSAA Board of Directors will meet two (2) times each calendar year to hear reports from the officers and committees and to share input concerning future meetings and other organizational concerns. The date and place of the meetings shall be determined by majority vote of the Directors.

A KOSAA Director shall be elected from the membership to represent each KSBA region and, except for the initial board membership, shall serve for a two-year term of office or until a successor is elected and installed. For the 2007-2008 year, six (6) directors representing one-half (1/2) of the KSBA regions shall serve a one-year term that will end with the 2008 KSBA Annual Conference. Thereafter, all Director terms shall be for two (2) years.

No Director shall serve two consecutive two-year terms. Until such time sufficient membership by region dictates a change in by-laws, Directors shall be elected by a majority vote of KOSAA members present at a meeting of the organization, after considering candidates identified by the Nominating Committee.

In the event a Directors seat becomes vacant during the year, the President shall appoint a member from the region to fill the position until the next scheduled meeting, at which time the membership will vote to fill the remaining term, after considering a candidate identified by the Nominating Committee.

ARTICLE VI – COMMITTEES

Section 1.

Once officers have been elected, there shall be a Program Planning Committee consisting of the President-Elect, who shall chair the Committee, a minimum of four (4) members appointed by the President at each meeting of the organization, and a KSBA liaison staff member.

Until the initial slate of officers is elected, KSBA liaison staff will organize the Program Planning Committee, which will plan upcoming Organization meetings.

Section 2.

There shall be a three-member standing Nominating Committee, appointed by the President and chaired by the Immediate Past President. The remaining two (2) members shall serve a one-year term. Responsibilities of the Nominating Committee shall include:

- Soliciting nominations for officer and director positions and having secured the consent of the nominee, advancing a slate of candidates.
- Identifying candidates to fill the unexpired terms for any office or director seat that may become vacant between meetings.

Section 3.

The President shall appoint a three-member Professional Assistants Academy Oversight Committee to review and rule on member requests for external credit. Except for the initial committee membership, members shall serve a two-year term and shall elect their own Chairperson.

Provided training is consistent with KOSAA goals, credit may be requested for activities from the following training sources: EILA, KAOP, NSBA, KASBO KDE and other appropriate agencies. However, no member of the Committee may request external credit during his/her term of office, nor shall any KOSAA member be awarded more than four (4) external training hours per calendar year. External training that is recognized must be reported to the KOSAA Secretary for tracking purposes.

Decisions of the PAA Oversight Committee may be appealed to the President, who shall confer with the other officers (President-Elect, Immediate Past President and Secretary) before rendering a final decision.

Section 4.

The President may appoint other ad hoc committees or task forces as needed to carry out Organization business.

ARTICLE VII – MEETINGS

The Organization shall hold two (2) annual meetings at a time and place to be determined by the Membership. One (1) meeting shall be held in conjunction with the Kentucky School Boards Association annual conference, and the second meeting shall be held in conjunction with the Kentucky School Boards Association summer conference.

ARTICLE VIII– VOTING

Voting shall be by voice vote or the raising of hands. Motions can be passed by a simple majority vote of those present.

ARTICLE IX – AMENDMENTS

These Bylaws may be amended by two-thirds vote of the members present at the annual business meeting. Members wishing to propose amendments shall submit them in writing to the President. The President shall submit proposed amendments in writing to the membership, with recommendations, at least thirty (30) days prior to the meeting at which they are to be voted upon.

Adopted: 2/23/07

Amended: