

KENTUCKY Organization for Student Success



By-Laws

ARTICLE I RULES OF ORDER

Roberts Rules of Order, Revised, shall guide the Organization in all areas not in these by-laws.

ARTICLE II DUES/FISCAL YEAR

The annual membership dues shall be reviewed each year and set by the Executive Council. The fiscal year shall be December 1 to November 30; the membership year shall begin at the annual meeting/conference and remain valid until the next annual meeting/conference.

ARTICLE III DUTIES OF OFFICERS

1. President: duties shall include acting as the executive officer; implementing professional development programs, meetings and an annual conference; promoting professional communications, such as newsletters and bulletins; appointing all committee members; writing an article about the NOSS conference for the KOSS newsletter; completing relevant NOSS documents; organizing a chapter activity at the NOSS conference; and acting as an ex-officio member of all committees. The president shall act at his/her own discretion in situations he/she considers to be emergencies, subject to later discussion and action by the Executive Council, and otherwise implement the provisions of the constitution and by-laws. The President will have co-signing authority on checks.
2. President-Elect: duties shall include acting as executive officer in the absence of the president; submitting a NOSS chapter grant request; chairing the Nominating Committee; attending the Leadership Congress at the NOSS conference; preparing for the duty of president during the succeeding year; and assuming the role of President if the current President is unable to complete his/her term.

3. Past-President: duties shall include serving as a consultant to the Executive Council, writing an article about the KOSS conference for the KOSS newsletter, and recognizing the outgoing President at the annual KOSS conference.
4. Secretary: duties shall include keeping minutes of Executive Council meetings and the Organization's business meetings.
5. Treasurer: duties shall include maintaining and reporting of all financial matters relating to the Association and collaborating with the KOSS conference treasurer.
6. Members-at-Large: duties shall include representing the membership at large by bringing concerns of the membership to the Executive Council meetings; updating the list of contact persons annually for each member institution, apprising contact persons of their responsibilities, and recruiting new contact persons when necessary.
7. Membership Chair: duties shall include chairing the Membership Committee, recruiting new members, and maintaining an up-to-date list of members annually.

ARTICLE IV TERMS OF OFFICE

Each newly elected officer shall take office at the close of the annual conference. Elected officers shall serve for two-year terms, except as noted below. Terms of office shall be alternated in the following manner to provide continuity to executive council activities:

1. The secretary and member-at-large from a two-year institution will be elected in odd-numbered years.
2. The treasurer, membership chair, and member-at-large from a four-year institution will be elected in even-numbered years.
3. A president-elect will be elected in odd numbered years. The president-elect shall succeed to the presidency upon the completion of two years.
4. The president will serve two years in office, then succeed to immediate past president. The past president shall serve a term of two years.
5. Terms of office for appointed officers shall be for one year, renewable without restriction.
6. In the event of an elected officer than the president or president-elect vacating a position or in the event of there being no nominations for an elected position, the president, with the majority approval of the executive council, shall appoint a new officer to complete the term of office.
7. In the event of the president vacating the position before the completion of his/her term, the president-elect will fill the position through his/her elected term.

8. In the event of the president-elect vacating the position before the completion of his/her term, the president will assume those duties until the next regular election.

ARTICLE V EXECUTIVE COUNCIL

1. Membership of the Executive Council shall be the President as presiding officer, President-Elect, Secretary, Treasurer, Members-at-Large, and Membership Chair. The immediate past president will serve ex-officio on the Executive Council and have a voting voice only in cases of a tie.
2. In order to qualify for candidacy as an officer in KOSS, a candidate must be a dues-paying member of the organization for the two years **immediately** preceding his or her nomination.
3. The Executive Council shall meet three times a year, with other meetings held at the discretion of the President.
4. The Executive Council is responsible for professional maintenance and direction of the Organization, including oversight of officers' duties and regular review of the budget.
5. A quorum for the Executive Council meetings consists of the majority of the Executive Council members.

ARTICLE VI COMMITTEES

1. Nominating Committee: composition of the Nominating Committee includes the president-elect as chair and organization members at large.
2. Membership Committee: composition of the Membership Committee includes the Membership Chair, the Conference Chair(s), and Organization members at large. They shall have the responsibility of annually reviewing and updating a membership list by February 1.
3. Conference Committee: composition of the Conference Committee includes the conference chair(s), treasurer, and other members appointed by the president.
4. Awards Committee: Awards Chair and other members of the Awards Committee shall be appointed by the president.
5. Other Committees: all other committees necessary for professional development of the Organization shall be appointed by the president.

ARTICLE VII ELECTION PROCEDURES

Officers shall be elected by a simple majority vote of the votes received from membership, either electronically or at the conference. Ballots will be distributed to all members at least two weeks prior to the election. The election must be held at the annual conference. Members of the organization are encouraged to

recommend to the nominating committee themselves or other members for elected office. In order to qualify for candidacy as an officer in KOSS, a candidate must be a dues-paying member of the organization for the two years immediately preceding his or her nomination.

SECTION VIII REMOVAL FROM OFFICE

1. When an officer (elected or appointed) acts in a manner contrary to the positive advancement of KOSS or performs the duties and responsibilities of the office held in an insufficient or unsatisfactory manner, the officer may be removed from office.
2. When, in the opinion of the majority of the Executive Council, an officer is performing in an unsatisfactory manner, a member of the Executive Council will notify that officer (by phone, in person, or in writing) of the corrective action that needs to be taken and he/she will be given thirty days to comply.
3. If the officer charged to make corrections does not do so to the satisfaction of the majority of the Executive Council within thirty days, a member of the Executive Council will notify that officer in writing that he/she has been removed from office.

ARTICLE IX ANNUAL CONFERENCE

1. An annual conference shall be held. The conference site shall be determined by a majority vote of the Executive Council. Dates shall be appropriate for maximum attendance of membership.
2. A business meeting shall be held at the annual conference as designated by the Executive Council. Agenda items for the meeting at the annual conference shall be determined by the Executive Council. Additional items may be placed on the agenda by a 2/3 vote of those present at the business meeting.
- ~~3.~~—A quorum for business meetings consists of those KOSS members present-

ARTICLE X ASSOCIATION RESOLUTIONS

1. KOSS resolutions must pertain to the purpose of the organization (see ARTICLE II).
2. Proposed resolutions must be distributed to organization members two weeks before votes are counted or two weeks before members vote at a business meeting.
3. Proposed resolutions must be passed by the Executive Council and by a 2/3 vote of a business meeting quorum or a 2/3 vote of members who return ballots.

4. Approved resolutions must be distributed to organization members within 30 days of the final approval.
5. Repeal of a resolution requires the same procedure as the approval of a resolution.

DUTIES OF APPOINTED OFFICERS:

DUTIES OF THE NEWSLETTER EDITOR

Newsletter Editor: duties shall include soliciting articles for and editing two KOSS newsletters, one in the fall and one in the spring, and sending a copy of the newsletter to the KOSS Digital Media Liaison and the NOSS board.

DUTIES OF CONFERENCE Chair(s)

Conference Chair(s): duties shall include assisting the Executive Council with finding locations for the annual KOSS conference and the planning of the annual conference.

DUTIES OF THE AWARDS CHAIR

Awards Chair: duties shall include working with the Executive Board to determine the qualifications for each award, soliciting nominations for awards, soliciting applications for innovative project awards, assembling a committee of reviewers to select winners, presenting the awards at the annual KOSS conference, maintaining an up-to-date list of award winners, and maintaining up-dated information on the KOSS website through the Digital Media Liaison.

DUTIES OF THE DIVERSITY CHAIR

Diversity Chair: duties shall include overseeing diversity events at the KOSS conference which could include a concurrent session presentation and/or student writing project.

DUTIES OF THE-DIGITAL MEDIA LIAISON

Digital Media Liaison duties shall include maintaining KOSS's digital media channels, including an up-to-date website.

Approved November 2023