

# **KSTSA Alumni Council Policies and Procedures**

## ARTICLE I. EXECUTIVE COMMITTEE

- Section 1.* The KSTSA Alumni Council Executive Committee shall consist of the four elected Executive Officers and all Committee Coordinators.
- Section 2.* The administration of the KSTSA Alumni Council shall be vested in the KSTSA Alumni Council Executive Council. It shall have the jurisdiction of making executive decisions to operate and carry out the goals of the Council.
- Section 3.* All members of the executive committee have a vote in business matters.
- Section 4.* The President of the KSTSA Alumni Council shall also serve as the Chairman of the KSTSA Executive Committee.

## ARTICLE II. COMMITTEES

- Section 1. Elections Committee*
- A. It shall be the responsibility of the KSTSA Elections Committee to distribute and collect all applications for Executive Office.
- B. The KSTSA Elections committee shall evaluate each Candidate for Executive Office, determine eligibility, and inform the Candidate of the eligibility at least two weeks before the KSTSA State Conference.
- C. The KSTSA Elections Committee shall have the power to fill any vacancy within the Executive Officer Team.
- D. The KSTSA Alumni Council Elections Committee will be overseen by a Coordinator appointed by the KSTSA Alumni Council President. In the event that a Coordinator resigns or is asked to step down by the KSTSA Alumni Council Executive Committee, the position will be filled by a capable Alumni Member by appointment of the Alumni Council President.
- E. KSTSA Alumni Council Elections Committee Coordinators shall be replaced each year when the new KSTSA Alumni Council President appoints a replacement. A replacement will take over immediately following the close of National Conference. In the event that the new President chooses to retain the KSTSA Alumni Council Elections Committee Coordinator, they shall remain as the overseer for the committee for the next term.
- F. The Elections Committee Coordinator's term shall be from the Close of the National Conference in the year they are elected to the Close of the National Conference the following year.

- G. The Elections Committee Coordinator shall appoint general members from the Membership of the KSTSA Alumni Council to serve on the committee. No member may serve more than one committee at any given time.

*Section 2. Amendments Committee*

- A. It shall be the responsibility of the KSTSA Amendments Committee to collect, organize, and evaluate all proposed amendments to the KSTSA Alumni Council Bylaws or the KSTSA Alumni Council Policies and Procedures.
- B. The KSTSA Amendments committee shall evaluate all proposed amendments with the KSTSA Executive Officers and submit them, with recommendation, to the members of the alumni Council at least two (2) weeks prior to the KSTSA State Conference.
- C. The KSTSA Amendments Committee will be overseen by a Coordinator appointed by the KSTSA Alumni Council President. In the event that a Coordinator resigns or is asked to step down by the KSTSA Alumni Council Executive Committee, the position will be filled by a capable Alumni Member by appointment of the Alumni Council President.
- D. KSTSA Alumni Council Amendments Committee Coordinators shall be replaced each year when the new KSTSA Alumni Council President appoints a replacement. A replacement will take over immediately following the close of National Conference. In the event that the new President chooses to retain the KSTSA Alumni Council Elections Committee Coordinator, they shall remain as the overseer for the committee for the next term.
- E. The Amendments Committee Coordinator's term shall be from the Close of the National Conference in the year they are elected to the Close of the National Conference the following year.
- F. The Amendments Committee Coordinator shall appoint general members from the Membership of the KSTSA Alumni Council to serve on the committee. No member may serve more than one committee at any given time.

## ARTICLE III. CODE OF CONDUCT & REMOVAL FROM OFFICE

### *Section 1. Code of Conduct*

The following guidelines have been established to ensure KSTSA Alumni Council members and officials are representing the KSTSA Alumni Council to the best of their abilities. The guidelines are as follows:

- Exemplary conduct and leadership is expected of all KSTSA Alumni Council members and elected officials.
- All KSTSA officials, during their term of office, shall be and remain in good standing with the KSTSA Alumni Council Executive Committee.
- All elected officials shall do their best to attend as many meetings as possible. Communicating will be a measure of your effectiveness as a leader.
- Respecting the rights of others.
- Respecting the property of others.
- Practicing courtesy at all times.
- Being honest and sincere.
- Being conscious of our personal appearance and dressing appropriately.
- Taking Pride in our organization and its work.
- Controlling self, behavior, and language.
- Respecting the other person's opinions and being tactful with criticisms.
- Participating and sharing in educational experiences with others.

*Section 2.* The KSTSA Alumni Council does not condone the use of illegal Substances.

### *Section 3. Removal from Office*

KSTSA Alumni Council Members and Elected/Appointed Officials who do not follow the guidelines of the Code of Conduct and/or do not fulfill their duties as established by the KSTSA Alumni Council Bylaws and KSTSA Alumni Council Policies and Procedures shall be reprimanded and their case shall be brought before the KSTSA Alumni Council Executive Committee. The Executive Committee shall decide how each individual shall be reprimanded based upon the infraction committed. If the accusations lack merit, the Executive Committee Can Dismiss the infractions. If the accusations do have merit and the Executive Committee believes it is of a serious nature (or the individual is a repeat offender), the Member or Elected/Appointed Official can be removed from office. Any member removed from office will be prohibited from holding office again in the future.

ARTICLE IV. EXECUTIVE OFFICER TEAM

- Section 1.* The Executive Officer Team Shall Consist of the Four Elected Officers: President, Vice President, Secretary, and Treasurer.
- Section 2.* It shall be the duty of the Executive Officer Team to operate and develop a program of work for their term. They shall be in charge of maintaining and overseeing the committees to keep them in proper working order.
- Section 3.* Other Committees not designated in these Policies and Procedures or the KSTSA Alumni Council Bylaws can be created by the President of the Executive Officer Team.
- Section 4.* The Executive Officer Team shall be responsible for having direct contact with the KSTSA State Advisor or contact person to establish in what capacity the alumni members shall volunteer and help with KSTSA Activities.

ARTICLE VI. DUES

- Section 1.* Annual state dues shall be established by the KSTSA Alumni Council at the annual meeting at State Conference
- Section 2.* State and National dues shall be remitted as a combined sum to the KSTSA State Secretary, Stephanie Hartung, at the following address:  
14207 SW Ruth Rd.  
Rose Hill, KS 67133
- Section 3.* The state shall be responsible for gathering dues and filing membership paperwork with the National office.
- Section 4.* The amount of annual state dues remitted can be modified with a motion at the annual meeting at State Conference. A simple majority will constitute a modification to the amount of dues remitted.
- Section 5.* The amount of national dues remitted will be set by the national TSA office and can be modified at the discretion of the National TSA office.
- Section 6.* Dues shall be remitted for the membership year by the KSTSA Fall Leadership Conference.