Kansas Speech Communication Association

ARTICLE I. NAME

The name of the organization shall be **The Kansas Speech Communication Association. (KSCA, the Association)**

ARTICLE II. PURPOSE

SECTION I. To foster state-wide interest in speech communication activities, including, but not limited to, speech, theater, debate, forensics, and broadcasting.

SECTION II. To establish a network of speech communication professionals.

SECTION III. To share resources to enhance teaching, research, and professional, business, and civic services in speech communication.

SECTION IV. To pursue excellence in research in speech communication.

SECTION V. To promote the general welfare of Kansas speech communication organizations, programs, and activities.

SECTION VI. KSCA has the goal of fostering and promoting a diverse and inclusive organization.

ARTICLE III. MEMBERSHIP

Membership in this organization shall be of five types: (1) Emeritus, (2) Regular, (3) Student, (4) Institutional, and (5) Honorary. Membership shall be open to individuals or institutions interested in the study and promotion of speech communication in educational, business, civic, or social contexts. Membership status is contingent upon payment of the designated membership fee for all categories of affiliation.

SECTION I. Emeritus Membership. Emeritus members shall be those who are designated Emeritus by approval of the Executive Committee, including but not limited to the Hall of Fame or retired from teaching.

SECTION II. Regular Membership. Regular members shall be those individuals actively engaged in the teaching, directing or administration of speech communication and/or school activities.

SECTION III. Student Membership. Student members shall be those individuals enrolled as undergraduate or graduate students in an institution of higher learning who are actively engaged in the study of speech communication or related disciplines.

SECTION IV. Institutional Membership. Institutional members shall be educational, professional, library, or business organizations.

SECTION V. Honorary Membership. One year honorary membership may be awarded by the Executive Committee to individuals outside of KSCA making a distinguished contribution to the Association.

ARTICLE IV. OFFICERS, DIRECTORS,

COORDINATORS

SECTION I. Authority. The authority of this organization shall be vested in the Annual Conference and shall be administered in the interim of such meetings by the Executive Committee.

SECTION II. State Officers. The officers of this organization shall be President, First Vice-President, Second Vice-President, Secretary, Treasurer, Membership Chairperson, KSHSAA Classification Representatives, Historian, and Webmaster.

SECTION III. Executive Committee. ~~The Executive Committee shall consist of all officers in Section II of this article, the immediate past-presidents, the KSCA Representative to the KSHSAA, and temporary task membership as designated by the President.~~

The Executive Committee shall consist of the Past President, President, First Vice-President, Second Vice-President, Secretary, Treasurer, Membership Chair, Historian, Webmaster, Chair of the Advisory Committee, and the KSCA Representative to KSHSAA.

CLAUSE 1. A KSCA representative to the regional and national conferences (like the NFHS Topic Selection Meeting) will be designated by the Executive Committee.

ARTICLE V. ELECTIONS

SECTION I. Nominations. Nominations will be accepted and encouraged through the completion of the awards dinner at the annual convention. The newly-elected officers shall assume office at the conclusion of the Annual Conference and shall hold office until their term expires and their successors are elected or appointed.

SECTION II. Elections. The Association officers shall be elected at the Annual Conference. The candidates receiving the majority of votes by secret ballot or voice vote in uncontested elections shall be declared elected. Only members who have paid their dues for the current year shall be eligible to be candidates or to vote in elections. In the event no candidate receives a majority on the first ballot, a second ballot shall be conducted with only the names of the two candidates receiving the highest number of votes on the first ballot. If there is a tie on the second ballot, then the Executive Committee will select the officer in private session.

SECTION III. Succession. The offices of First Vice-President and Second Vice-President shall be in succession. After each year the Second Vice-President will succeed the First Vice-President and the First Vice-President will succeed to President. The President will succeed to Past President.

SECTION IV. Special Elections. In the case of a vacancy in any office by death or resignation, the following procedure shall be followed:

CLAUSE 1. A vacancy in the duration of office of President shall be filled by the First Vice-President for the remainder of the term of the President. He/she then will complete his/her full term as President.

CLAUSE 2. A vacancy in the duration of office of First Vice-President shall be completed by the Second Vice-President for the remainder of the term of the First Vice-President.

CLAUSE 3. A vacancy in the duration of office of Second Vice-President shall be completed by Presidential appointment with the approval of the Executive Committee for the remainder of the term of the Second Vice-President.

CLAUSE 4. A vacancy in the office of Secretary shall be completed Presidential appointment with the approval of the Executive Committee for the remainder of the term.

CLAUSE 5. A vacancy in the office of Treasurer shall be completed by Presidential appointment with the approval of the Executive Committee for the remainder of the term.

CLAUSE 6. A vacancy in the office of Membership Chairperson shall be completed by Presidential appointment with the approval of the Executive Committee for the remainder of the term.

CLAUSE 7. A vacancy in the office of KSHSAA Classification Representatives shall be completed for the remainder of the term by Presidential appointment with the approval of the Executive Committee for the remainder of the term.

CLAUSE 8. A vacancy in the office of Historian shall be completed by Presidential appointment with the approval of the Executive Committee for the remainder of the term.

CLAUSE 9. A vacancy in the position of the KSCA Representative to the KSHSAA will be completed by Presidential appointment with the approval of the Executive Committee for the remainder of the term

CLAUSE 10. If, because of emergency, no Annual Conference is held at the end of the term for which officers were appointed to complete vacancies, the appointed officers will remain in office until a special election can be called by the President and the Executive Committee.

SECTION V. Removal from Office.

CLAUSE 1.  Should an Elected Officer (President, First Vice-President, Second Vice-President, Past President, Secretary, Membership Chairperson, or Historian) or Appointed Official (Treasurer, Webmaster, KSCA Representative to the KSHSAA Board of Directors, and/or members of the Advisory Committee) (1) become unable to discharge the duties of the position, (2) fail to perform assigned duties, including but not limited to poor management, intentional misconduct, or deceit, or (3) engage in repeated or serious inappropriate behavior for someone in that position, the Executive Committee may enact steps for that individual’s removal.

CLAUSE 2.  In order for the Executive Committee to enact steps to remove an elected or appointed individual, a complaint must be filed in writing by any member of the organization.  Complaints must be filed with the President, First Vice-President, and Secretary of the association.

CLAUSE 3. Upon receipt of a complaint, an ad hoc Grievance Committee will be appointed consisting of a Past President and two current or emeritus members of the Association who are not members of the Executive Committee. Appointments to the Grievance Committee shall be ratified by a majority vote of the Executive Committee.  Appointed members of this committee must have had no involvement in the situation outlined in the complaint.

CLAUSE 4.  The Grievance Committee shall discuss the complaint in person, through conference call, or through a video conference.

CLAUSE 5.  If the Grievance Committee deems the complaint warrants disciplinary action and/or removal of the official whom the complaint was filed against, the Elected/Appointed Officer will have the opportunity to respond to the complaint.

CLAUSE 6.  If the Elected/Appointed Officer opts to respond to charges, the Grievance Committee, excluding and in the absence of that Elected/Appointed Officer will discuss the issues and concerns regarding their performance.

CLAUSE 7. The Grievance Committee shall report its findings to the Executive Committee and make a recommendation for or against removal.

CLAUSE 8.  If two-thirds of the Executive Committee, with the exception of that Elected/Appointed Officer, believe the Elected/Appointed Officer should be recalled from office, that individual shall be notified of the decision immediately.  Proceedings of the meetings shall remain confidential.

CLAUSE 9.  If an Elected/Appointed Officer should be recalled, their position will be filled using the mechanism found in Article V. Section IV. Additionally, the membership shall be notified of the new officer in a reasonable amount of time.

CLAUSE 10.  This process may also be used to remove individuals from the Hall of Fame or other recognitions previously given by the association.

ARTICLE VI. DUTIES OF KSCA ELECTED AND APPOINTED OFFICIALS

All official representatives of KSCA are non-salaried and professionally committed to serving with distinction.

SECTION I. President. (One year term.)

CLAUSE 1. Preside at all Association meetings and act as chairperson of the Executive Committee.

CLAUSE 2. Serve as ex-officio member of all standing and special committees Classification Representatives

CLAUSE 3. Initiate special meetings when the President deems necessary.

CLAUSE 4. Serve as official advocate for the Association in the state and in the nation.

CLAUSE 5. Co-administer and maintain the treasury account of the Association with the Treasurer with a reputable banking establishment.

SECTION II. First Vice-President (One year term.)

CLAUSE 1. Assist the President in any manner the President may designate.

CLAUSE 2. Serve as convention program director and coordinator with the

assistance of the Executive Committee.

CLAUSE 3. Preside at all official meetings in the absence of the President.

CLAUSE 4. Become familiar with the duties of the President.

CLAUSE 5. Serve as Associate Chair of the Nominating Committee.

CLAUSE 6. Co-administer and maintain the treasury account of the Association with the Treasurer with a reputable banking establishment.

SECTION III. Second Vice-President (One year term.)

CLAUSE 1. Direct the Classification Representatives in administering their duties.

CLAUSE 2. Assist the President and First Vice-President with conference preparation.

CLAUSE 3. Assist the First Vice-President with convention offerings for his/her represented sector of the membership. For example, if the Second Vice-President is a high school member, he/she coordinates program offerings for that group of the membership.

CLAUSE 4. Become familiar with the duties of the President.

CLAUSE 5. Serve as Chair of the Nominating Committee.

SECTION IV. Secretary (Three year term.)

CLAUSE 1. Record minutes at all Executive Committee meetings and special meetings.

CLAUSE 2. Submit approved minutes for all meetings to the Director of Communications.

CLAUSE 4. Provide copies of the current Constitution of KSCA as needed by the membership.

CLAUSE 5. Administer additional responsibilities of Secretary that may arise.

SECTION V. Treasurer. (Three year appointed term.)

CLAUSE 1. Promptly pay all bills authorized by the President and/or Executive Committee.

CLAUSE 2. Maintain a current, comprehensive written record of accounts payable and accounts receivable for scrutiny by the officers and the membership.

CLAUSE 3. Prepare typed copies of the Treasurer’s Report for distribution at the Annual Conference and executive Committee meetings.

CLAUSE 4. Administer additional responsibilities of Treasurer that may arise.

SECTION VI. Membership Chairperson. (Three year term.)

CLAUSE 1. Provide an accurate membership list and mailing labels for the Director of Communications.

CLAUSE 2. Maintain an accurate and current list of paid Honorary, Emeritus, Regular, and Associate, Institutional, or Student memberships.

CLAUSE 3. Send updated membership lists to the secretary upon request.

CLAUSE 4. Maintain a file of members whose memberships have expired for a period of three years.

CLAUSE 5. Administer correspondence and brochures with the assignee of designated Association members to promote new and continued memberships.

VII. Webmaster(s). (Three year appointed term.)

CLAUSE 1. Manage and maintain the official KSCA website.

CLAUSE 2. Collaborate with the executive committee to post content such as calendars, videos and other resources.

CLAUSE 3. Collaborate with the membership chair to establish a member’s only section for member-oriented content.

CLAUSE 4. Perform other tasks as assigned by the President.

SECTION VIII. Historian. (Three year term.)

CLAUSE 1. The Historian will collect and preserve all relevant materials, records or objects regarding the history, dynamics, and changes in the Association

CLAUSE 2. The Historian will construct narrative updates of the leadership and accomplishments of the Association members and will collaborate with the webmaster to post on the website.

CLAUSE 3. The Historian will write narrative updates of the purpose, programs and activities of the Association and will collaborate with the webmaster to post on the website.

CLAUSE 4. The Historian will write analysis of the growth and development of the Association from a historical/critical perspective and will collaborate with the webmaster to post on the website.

CLAUSE 5. The Historian will provide biographical information about the Association at the request of the Executive Committee.

SECTION IX. The KSCA Representative to the KSHSAA Board of Directors. (3 year appointed term)

CLAUSE 1. The representative will serve a maximum three (3) year term. This representative may serve an additional term but they are not to be consecutive terms.

CLAUSE 2. Following are the requirements necessary for a person to be the KSCA Representative to the KSHSAA: a) A current member of KSCA; (b) A full-time teacher in a KSHSAA secondary school; (c) An active coach in debate and/or forensics; (d) Have a minimum of five (5) years coaching experience in Kansas; (e) The ability to make a commitment to attend all. Board of Directors of KSHSAA meetings with a detailed report; (f) a willingness to represent all classifications.

CLAUSE 3: Following are the responsibilities of the KSCA Representative of the KSHSAA: (a) Submit a written report to the KSCA President within one week of each KSHSAA board meeting; (b) Maintain constant contact with the speech advisory committee including meeting with them prior to the advisory committee’s presentation to the KSHSAA Board of Directors (acting only as an ad hoc member); (c) Survey member schools concerning actions to be taken on each agenda; (d) Attend all KSHSAA Board of Directors meetings, stay informed on all speech issues that come before the board, and serve as a lobbyist for speech concerns; (e) Attend all KSCA Executive Board meetings and make a report.

CLAUSE 4. Selection Procedure for naming the representative to the KSHSAA Board of Directors. The KSCA President will offer an appointment to the KSCA Executive Board, the Presidential appointee will be ratified by the Executive Board.

SECTION X. Past President. (One Year Appointed Term)

CLAUSE 1. Serve as an advisor and resource to the current President and First Vice-President.

CLAUSE 2. Conduct an annual review of the organization’s Constitution and/or Bylaws.

CLAUSE 3. Propose edits and amendments to the documents in Clause 2 to ensure that the organizations’ practice matches its policies and procedures.

CLAUSE 4. If the immediate Outgoing President is unavailable/unable to fill this role, the President may appoint with approval of the Executive Committee a previous President to fill this role.

SECTION XI. Other Elected or Appointed Positions As deemed necessary, other positions and duties that need to be performed will be assigned by the President with approval of the Executive Committee. If these positions are to require permanent status, the Executive Committee will recommend a Constitutional Amendment.

SECTION XII. Appointment Processes Selection Procedure for naming appointed offices. The KSCA President will offer an appointment to the KSCA Executive Board, the Presidential appointee will be ratified by the Executive Board.

ARTICLE VII. MEETINGS

SECTION I. General Meetings. The annual general meeting of this Association shall be held in the fall of each year at such time as the Executive Committee shall designate and shall be called the Kansas Speech Communication Association Convention.

SECTION III. Executive Committee Meetings. The Executive Committee shall have the power to call a special business meeting of the Association, provided that all members of the Association are notified fifteen days before the meeting. It shall be the duty of the Executive Committee to hold a minimum of two meetings a year, the time and place to be arranged by the President.

ARTICLE VIII. COMMITTEES

SECTION I. Standing Committees. It shall be the duty of the President to appoint the standing committees of the Association. These committees are: Advisory Committee, Outstanding Teacher Award Committee, Constitution Committee, Emeritus Committee, a Mentorship Committee, and Advocacy Committee. All committees shall report to the Executive Committee.

SECTION II. Advisory Committee. This committee has six members, appointed by the President, one from each of the following Kansas State High School Activities Association classifications: 6A, 5A, 4A, 3A, 2A, and 1A. Each member will serve a three-year term on a rotating basis (1A-4A, 2A-5A, 3A-6A). When a vacancy occurs, the President will appoint a new member. This committee will serve in an advisory capacity to the State Speech Activities Director of the Kansas State High School Activities Association.

CLAUSE 1. Each member may serve a maximum of two consecutive 3 year terms, when appointments are made consideration may be given to geographic balance, program diversity, and membership in KSCA.

CLAUSE 2. At the yearly spring meeting of the KSHSAA the current Advisory Committee shall elect for the following year a chairperson from those committee members whose terms do not expire in the current years. Duties of the chairperson shall include, but not be limited to, callings meetings; informing the KSCA president of meetings, proposals, and actions; chairing the annual activity survey; recording minutes of meetings and forwarding those to the KSCA Executive Committee; presenting proposals to the KSCA and the KSHSAA; attending the KSCA Executive Committee meetings, and reporting to the KSCA Representative on the KSHSAA Board of Directors.

CLAUSE 3. This committee will represent the members of the KSCA and the debate and forensic coaches of Kansas in making recommendations to KSHSAA for changes in rules and programs.

SECTION III. The Outstanding Educator Award Committee shall consist of the two recipients from the previous year and/or or one other member of the Executive Committee appointed by the President, the Secretary, and the President. It is to solicit, screen, and evaluate all nominations for the Outstanding Teacher Awards and grant awards at the annual convention. No more than three awards shall be given for outstanding teaching, offering at least one for a high school teacher and at least one for a college/university teacher.

SECTION IV. The Constitution Committee shall review and update the constitution every five years or on an as needed basis or any time Rimmey wants to change things. The President, the Past-President, the Secretary, and one member of the Executive Committee, appointed by the President, shall comprise for the committee.

SECTION V. Others. Other standing committees may be created by a majority vote of the Association at any Annual Convention. It shall be the duty of each committee to carry out such tasks as may be assigned by the membership.

SECTION VI. The Scholarship Committee shall solicit, screen and evaluate all applicants for scholarship and monetary awards that the Association sponsors. The committee shall consist of the Treasurer, Historian, and one other member of the Executive Committee appointed by the President.

SECTION VII. The Advocacy Committee shall serve as the special counsel to the Association President and to the Association as a whole on issues that affect the general welfare of speech education in the state of Kansas. The committee shall consist of one special advocate who represents elementary and secondary schools and one special advocate who represents institutions of higher education. Each member shall be elected by the Executive Committee to serve a six (6) year term in order to provide consistent knowledgeable, and vigilant advocacy that represents the Association when issues of concern are addressed by the State Board of Education, the State Department of Education, the Kansas Board of Regents, the State Legislature, or any agency other than the Kansas State High School Activities Association.

SECTION VIII. Special Committees. Special Committees shall be appointed by the President. They shall report to the Executive Committee *or* to the Annual Convention as designated by the Executive Committee. Their appointment shall be for one year or until their assignment is completed.

ARTICLE IX. RATIFICATION

This Constitution was adopted when ratified by two-thirds of the speech teachers present at the Topeka High School meeting, May 4, 1939. The current revisions of the constitution were ratified by two-thirds of the members present at the Topeka meeting, September 10, 2016.

Amendments which are highlighted in yellow were ratified by two-thirds of the members present at the Lawrence meeting, September 14, 2019.

ARTICLE X. AMENDMENTS

SECTION I. Proposals. Amendments may be proposed by petitions signed by ten percent of the membership and directed to the Secretary who shall publish said proposal ~~in the subsequent issue of the Official Publication~~ via an email to the membership and on the website.

SECTION II. Ratification. Ratification may be made by ballot either by mail or at the Annual Convention by a two-thirds vote.

BY-LAWS OF THE CONSTITUTION

SECTION I. Annual Dues. The annual dues shall be revised for each category of membership by vote of members at the Annual Convention.

SECTION II. Quorums. A quorum for the Executive Committees shall be a majority of its members.

SECTION III. Amendments. These by-laws may be amended by a majority vote at the Annual Convention.

SECTION V. Rules of Procedure. The Annual Convention, special business meetings, and Executive Committee shall be governed in their procedure by Roberts Rule of Order Revised.

SECTION VI. Agendas.

CLAUSE 1. The agenda for the Annual Convention shall be the responsibility of the President – In no case shall the proposed be final in the sense of excluding motions from the floor not otherwise prohibited by the Constitution or by the rules of procedure.

CLAUSE 2. The agenda for the Executive Committee and special meetings shall be the responsibility of the President.