

Kansas Association of Colleges and Employers

By-Laws

By-Laws Adopted November 10, 1983

Last Revised: December 2015

I. The organization shall be known as the Kansas Association of Colleges and Employers.

II. The organizational goal for the association shall be to serve as a forum for interaction and support among college and university career development professionals and employers in all sectors.

III. Business of the association shall be decided by a majority vote of the members present at the Annual Meeting. Between Annual Meetings, the Board of Directors (consisting of the body of officers), shall have authority to make decisions for routine operation of the organization.

IV. MEMBERSHIP

The association shall consist of two (2) types of voting members: (A) career development professionals of accredited post-secondary or higher education institutions, and (B) employer representatives. An associate non-voting membership is available as defined in C below.

A. Any career development professional of a vocational/technical school, two-year, three-year, baccalaureate or graduate degree granting college or university may become a member upon application and payment of specified dues. Individual members shall be serving as career development professionals for their respective schools. Career development professionals are defined as those persons directly engaged in career services for students, graduates, and alumni.

B. Any employer representative actively engaged in the recruitment and development of graduates from schools as defined in (A), may become a member upon application and payment of specified dues. Individual employer memberships are open to persons engaged in the recruitment and development of personnel from the colleges, provided that their organization is directly engaged in college recruitment or placement solely for its own organization and accepts no fee for candidate recruitment and/or placement.

C. Associate membership (non-voting) is available to students enrolled in an academic program and affiliated with a career services office or employer as designated in A or B.

D. Emeritus status may be granted by the Executive Board to qualified individuals who have maintained a minimum of five years active membership. Emeritus members will be non-voting and exempt from paying membership dues.

E. In the event of staffing changes, an individual membership may be transferred to another person in the organization.

V. DUES

Dues shall be set by the Board of Directors and approved by the membership.

VI. OFFICERS

The officers of the Kansas Association of Colleges and Employers shall be:

A. *President* - serves a one-year term. Upon completion, the President serves a term as Past President.

B. *President-Elect* - elected to a one-year term. Upon completion, the President-Elect ascends to President.

C. *Secretary* - elected to a two-year term in odd-numbered years.

D. *Treasurer* - elected to a two-year term in even-numbered years.

- E. *Past President* - serves a one-year term.
- F. *College Relations Representative* - elected to a two-year term in odd-numbered years.
- G. *Employer Relations Representative* - elected to a two-year term in even numbered years.
- H. *Technology Officer* - elected to a two-year term in odd-numbered years.

Officers are to be nominated by the Membership Development Committee, the Past-President and the Board of Directors. Officers will be elected by a majority vote of members present at the Annual Meeting. When the President is from the career development professional's membership, it is recommended the President-Elect be from the employer membership and vice versa. When the Secretary is from the college, university, or vo-tech membership, it is recommended the Treasurer be from the employer membership and vice versa.

Upon resignation of an officer in mid-term, the President, with the advice of the Board, will appoint members to complete necessary tasks until the next scheduled election for that office. Upon resignation of the President-Elect, nominees for both President and President-Elect will be presented at the Annual Meeting.

The Board of Directors shall meet semi-annually or as necessary. The old and new Boards of Directors shall meet jointly after the election and prior to leaving the Annual Conference.

Duties of officers shall be as follows:

A. President - shall conduct the Annual Conference and the Annual Meeting, direct the affairs of the Association, appoint chairpersons of committees (see list under VII. Committees), and in consultation with the committee chairs, appoint committee members. The President may grant to committee chairpersons monies up to \$100.00 annually for miscellaneous expenses and \$100.00 for memorial and remembrance gifts as needed without Board approval. The President shall serve as a member of the By-Laws Committee, the Annual Conference Committee, and the Long-Range Planning committee if convened.

B. President-Elect - shall select and chair the Annual Conference Committee.

C. Secretary - shall keep minutes of meetings and forward them to newsletter editor, prepare necessary mailings to members, and cooperate with President and Program Committee in keeping membership apprised of notices and Annual Conference. The Secretary shall be required to serve on a committee which will be determined by interests of the member and Association needs.

D. Treasurer - shall collect dues, pay bills, maintain accurate records, and prepare annual financial statement. The Treasurer shall serve on the Membership Development Committee and on the Annual Conference Committee to remain aware of annual conference budgeting.

E. Past-President - shall serve on the Membership Development Committee, organize the new member orientation session at the Annual Conference, establish and record a historical perspective for the Association, provide for continuity of programs, and assume all duties of the President in his/her absence or inability to serve.

F. College Relations Representative - shall represent needs and concerns of college members. The College Relations Representative shall be required to serve on a committee which will be determined by interests of the member and Association needs.

G. Employer Relations Representative - shall represent needs and concerns of employer members. The Employer Relations Representative shall be required to serve on a committee which will be determined by interests of the member and Association needs.

H. Technology Officer - shall represent the technological needs of the membership and explore new and existing forms of technology as they relate to career and employment services and the Association. The Technology Officer shall serve as Co-chair of the Communication & Technology Committee and oversee Association website.

VII. COMMITTEES – PURPOSE

Annual Conference Committee

To determine the program for the Annual Conference. The President-Elect shall serve as chair. Each member will serve a one-year appointment.

Site Selection Committee

To determine the Annual Conference site and date. Committee shall consist of a minimum of three (3) members. Each member will serve a one-year term.

By-Laws Committee

To receive and review suggestions for changes to the By-Laws from the Board of Directors and circulate to all members of the Association prior to being voted upon at the Annual Meeting. Committee shall consist of a minimum of three (3) members. Each member will serve a one-year term.

Long-Range Planning Committee

To study changes affecting Kansas employment and suggest possible directions for the Association to accommodate the changes. Committee formed at the discretion of the President upon consultation with the Board of Directors. If convened, committee shall consist of a minimum of three (3) members.

Special Events Committee

To plan and coordinate all meetings of the Association except the Annual Conference and the Annual Meeting. Committee formed at the discretion of the President upon consultation with the Board of Directors. If convened, committee shall consist of a minimum of three (3) members.

Communication & Technology Committee

To develop and distribute public information and marketing materials including newsletters and brochures about the activities of the Association. Committee will oversee the Association website and social media efforts. Committee will assist event planning committees with public relations and marketing. Committee shall consist of a minimum of three (3) members. Committee shall have co-chairs – one individual for Creative Marketing and one individual for Technology.

Membership Development Committee

To coordinate nominations and review candidate information for awards and recognition from the Association. To select a slate of nominees for elective positions. Committee will develop initiatives to retain, engage, and involve members. Committee shall consist of a minimum of three (3) members.

President may appoint members to any ad hoc or standing committee.

Committee composition and terms are recommended, but changes may be made at the discretion of the Board of Directors.

VIII. ANNUAL CONFERENCE and ANNUAL MEETING

The date of the Annual Conference will be chosen by the Site Selection Committee with approval by the Board of Directors. The location will be selected by the Site Committee. The Annual Conference Committee will plan the budget for the Annual Conference, such budget to be economically self-sustaining.

The Annual Meeting of the Association shall be held during the Annual Conference. The time and place will be determined by the Annual Conference Committee.

IX. AMENDMENT OF THE BYLAWS

Proposals for amendment to these Bylaws should be submitted to the Chair of the Bylaws Committee at least two weeks prior to the Annual Meeting. The Bylaws Committee will review proposed amendments and present each to the Annual Meeting with a recommendation of “Pass” or “Do Not Pass.” A majority vote of members voting on proposed amendments at the Annual Meeting of the Association is required for passage.