

Learning Forward Kansas

CONSTITUTION



**KANSAS STAFF
DEVELOPMENT COUNCIL
Established 1989
(dba Learning Forward Kansas since 2006)**

**Hereafter referred to as Learning Forward Kansas
(LFKS)**

*Revised Fall, 2015
Approved January 2016*

CONSTITUTION OF LEARNING FORWARD KANSAS

Article I. Name and Purpose

Section 1: This organization shall be known as Learning Forward Kansas

Section 2: The purpose of the Learning Forward Kansas shall be the following:

- (a) Provide current information relating to the needs and concerns of professional learning;
- (b) Promote effective professional learning practices;
- (c) Provide the opportunity to learn from and to share with others;
- (d) Cooperate with other organizations that promote professional learning activities;
- (e) Provide assistance with the design and implementation of professional learning programs; and
- (f) Expand learning opportunities for educational leaders.

Article II. Affiliation

Learning Forward Kansas shall be affiliated with Learning Forward.

Article III. Membership and Dues

Section 1: The **membership categories** shall be individual, building, and agency. Eligibility requirements and privileges shall be as follows:

- (a) Any individual interested in the purposes of Learning Forward Kansas will be eligible for **individual** membership. Individual members will receive all communications and shall be eligible to hold office and vote.
- (b) Any **building** that has a professional learning component shall be eligible for building membership. Each building will designate one person as the contact person to receive all communication. Each building will also designate one person to vote for the building as necessary.
- (c) Any **agency** that has a professional learning component shall be eligible for agency membership. Each agency member will designate a contact person to receive all communication. Each agency will also designate one person to vote for the agency as necessary.
- (d) Any first year teacher/pre-service teacher shall be eligible for membership. Membership includes notification of newsletter publication, member rate for conference registration.

Section 2: The membership **year** shall be October 1 through September 30.

Section 3: **Dues** shall be levied in accordance with the Constitution's Bylaws.

Article IV. Officers

Section 1: The officers of Learning Forward Kansas shall be **President, President-Elect,** and **Secretary**. Each officer shall hold individual membership in Learning Forward Kansas and Learning Forward.

Section 2: The responsibilities of the officers shall be as follows.

- (a) The **president** shall preside over all meetings of Learning Forward Kansas and the Board of Directors, appoint or approve all members of standing

committees and any other committees not otherwise provided for in the Constitution, see that all provisions of the constitution are fulfilled by appropriate officers and committee chair people, serve as liaison for any business involving an external agency, and serve as ex-officio member of all committees.

- (b) The **president-elect** shall preside in the absence of the president. The president-elect shall assume the office of the president if this office is vacated before the expiration of the term and shall succeed to the office of president at the expiration of the presidential term.
- (c) The **secretary** shall keep records and minutes of all meetings of Learning Forward Kansas and be responsible for all correspondence, issue notices of meetings, and perform other duties as specified by the president.

Section 3: The **officers** shall be elected as follows:

- (a) The president and president-elect shall be elected to serve a two year term.
- (b) The secretary shall be elected to serve a two year term.
- (c) Officers shall be elected during the annual business meeting. All newly-elected officers shall assume their duties at the conclusion of the summer Board meeting.
- (d) A person cannot hold two offices at the same time.

Section 4: The **Board of Directors** of Learning Forward Kansas shall consist of the elected officers: the immediate **past-president** and **twelve members** to be elected by the membership. Ex-officio members of the Board shall consist of the **executive director, treasurer, communications coordinator**, and representatives of KASCD, KNEA and KSDE, and other associations/agencies as determined by the Board. A simple majority of the Board shall constitute a quorum. The Board shall act as the governing body of Learning Forward Kansas. In the event an office or Board position (other than the presidency) is vacated, the Board shall select a replacement for the unexpired term. The Board shall meet at least quarterly and as necessary to conduct the business of Learning Forward Kansas.

Section 5: The **Board of Directors** shall be elected as follows:

- (a) All Board members shall be elected to serve terms of two years.
- (b) Learning Forward Kansas Board members may not serve more than two consecutive terms excluding service as an officer.
- (c) Board members shall be elected during the annual business meeting by those members present. All newly-elected Board members shall assume their duties at the conclusion of the summer Board meeting.
- (d) One half of the Board members shall be elected each year; 6 on even numbered years, 6 on odd numbered years.

Section 6: Any position on the Board of Directors may be declared **vacant** by a two-thirds vote of the Board should it become necessary for cause. Cause shall be defined as either of the following:

- (a) not performing duties as defined by the Constitution in Article IV;
- (b) excessive absence from Board meetings (more than 50 percent).

Section 7: The **Executive Board** shall consist of the three officers and the immediate past president.

Article V. Meetings

Section 1: Learning Forward Kansas shall hold an annual conference. The annual business meeting shall be conducted at this conference and include all members present.

Section 2: Additional meetings may be called by the Board of Directors provided the membership is given notice at least 30 days prior to the meeting.

Article VI. Dissolution

If at any time Learning Forward Kansas shall cease to carry out the purposes as herein stated, all assets and property held by Learning Forward Kansas, whether in trust or otherwise, shall after the payment of all liabilities, be paid over to an organization which has similar purposes and has established its tax-exempt status under Section 501 (c) (3) or (c) (6) of the Internal Revenue Code of 1954 as enacted or as it may hereafter be amended. The designated organization shall be endorsed by a majority vote of the Learning Forward Kansas Board.

Article VII. Amendments

Any member may propose changes to this Constitution by sending the proposed changes to the president at least 90 days prior to an annual business meeting. The president will communicate the proposed changes to the Executive Board/Board of Directors to recommend the proposed change(s) for a membership vote. The proposed changes must be communicated to all members one month prior to the annual business meeting. The proposed changes must be approved by two-thirds of the active members present at the annual business meeting.

Article VIII. Parliamentary Authority

Robert's Rules of Order Revised shall govern Learning Forward Kansas in all cases to which they apply and in which they are not inconsistent with this Constitution and any special rules of order Learning Forward Kansas may adopt.

Article IX. Internal Revenue Service

The purposes for which Learning Forward Kansas are organized are exclusively educational as defined in the Internal Revenue law, and notwithstanding any other provision of those articles, this organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under the 501 (c) (6) of the Internal Revenue Code (1954) or the corresponding provisions of any future United States Internal Revenue law.

BYLAWS of

Learning Forward Kansas

Article I. Dues

Section 1: Individual, Building, and Agency dues are determined annually by the Board of Directors. Group discount rates can be made available to members joining at the same time.

Section 2: Dues are payable at the beginning of the membership year.

Article II. Learning Forward Kansas Board of Directors

Section 1: The **Board of Directors** shall consist of three officers, the immediate past president, and 12 members. The 12 members shall be distributed and elected as follows: one district-level administrator to be elected in odd numbered years, one principal to be elected in even numbered years, one “A” teacher to be elected in odd numbered years and one “B” teacher to be elected in even numbered years, one representative from an institution of higher education to be elected in odd numbered years, one representative from the Kansas Department of Education to be elected in even numbered years, one representative from an intermediate service agency to be elected in even numbered years, an “A” representative from east of Highway #281 to be elected in odd numbered years, a “B” representative from east of Highway #281 to be elected in even numbered years, an “A” representative from west of Highway #281 to be elected in odd numbered years, and a “B” representative from west of Highway #281 to be elected in even numbered years.

Section 2: All members of the Board of Directors shall be **current members** of Learning Forward Kansas and Learning Forward.

Section 3: The **nominating committee** shall make its report to the membership preceding the annual business meeting. Additional nominations may be made from the floor at the annual business meeting.

Article III. Committees

Section 1: Members of all committees and subcommittees shall be **current members** of Learning Forward Kansas.

Section 2: The **Board** shall be represented on each committee of the organization.

Section 3: Committees shall consist of a minimum of 2 Learning Forward Kansas members plus the chairperson who is an elected or ex officio member of the Board of Directors. The chairperson has the authority to add additional members or to create subcommittees as needed with the approval of the president.

Section 4: The president is authorized to appoint committees as needed to carry out the purposes of Learning Forward Kansas. Committees will be determined at the annual Advance and/or assigned by the President.

Article IV. Business Meeting

Section 1: Learning Forward Kansas shall hold a business meeting during the annual conference. During this meeting, the members will receive reports, elect officers and Board members and conduct any other business necessary for the good of Learning Forward Kansas

Section 2: Learning Forward Kansas Board of Directors shall set the agenda for the annual business meeting and communicate with members at least one month prior to the meeting.

Article V. Amendments

Any member may propose changes to these Bylaws by sending the proposed changes to the president at least 90 days prior to an annual business meeting. The president will communicate the proposed changes to the Executive Board/Board of Directors to recommend the proposed change(s) for a membership vote. The proposed changes must be communicated to all members one month prior to the annual business meeting. The proposed changes must be approved by two-thirds of the active members present at the annual business meeting.

LEARNING FORWARD KANSAS

Our Vision:

Excellent Teaching and Learning Every Day

Our Mission:

Learning Forward Kansas builds the capacity of educators to establish and sustain highly effective professional learning.

Our Beliefs:

1. Educational leaders include teachers, teacher leaders, and building and district administrators.
2. Professional learning that improves educator effectiveness is fundamental to student learning.
3. All educators have an obligation to improve their practice.
4. Students are successful when educators assume collective responsibility for student learning.
5. Successful educators create and sustain a culture of learning.
6. Effective learning systems commit to continuous improvement for all adults and students.

Strategic Priorities Overview

The Standards for Professional Learning defines the elements essential to educator learning that leads to improved practice and better results for students. Learning Forward Kansas' strategic plan is designed to advance the standards both in Kansas and within local districts. Working simultaneously to serve the members of the organization and influence the wider education field, Learning Forward will focus on the three priority areas below.

- **Standards and Impact:** Learning Forward Kansas establishes standards and examines evidence to strengthen and document the impact of professional learning.
- **Leadership and Practice:** Learning Forward Kansas builds the capacity of its educational leaders, members, and partners, to establish, support, and sustain effective professional learning.
- **Advocacy and Policy:** Learning Forward Kansas advocates policies and practices that strengthen professional learning for all educators.