

***CONSTITUTION***  
***OF***  
***KENTUCKY***  
***CORRECTIONAL EDUCATION ASSOCIATION***

May 25<sup>th</sup>, 2007

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**ARTICLE I**  
**DESIGNATION**

- Section 1      The name of this organization shall be the *Correctional Education Association of Kentucky*, hereafter referred to as KY-CEA.
- Section 2      KY-CEA shall include only the state of Kentucky.
- Section 3      KY-CEA, when practical, shall provide representation to the events offered by Region III Correctional Education Association (Region III CEA).
- Section 4      The primary purpose of KY-CEA is to promote quality education and occupational/technical educational practices to all incarcerated populations in Kentucky.
- Section 5      KY-CEA shall provide active leadership:
- 1) To expand itself through continuing recruitment efforts.
  - 2) To develop and promote professional along with programmatic standards.
  - 3) To promote the interests of correctional education within the state of Kentucky.
  - 4) To investigate current trends, innovations, and best practices in correctional education.
  - 5) To encourage professional growth among members and a pride in the unique mission of correctional education.
  - 6) To report to the membership the activities of conferences, workshops, and pertinent research and literature.
  - 7) To enhance good fellowship among all persons who promote the cause and welfare of correctional education.

## **ARTICLE II MEMBERSHIP**

- Section 1      The annual membership fee shall be payable to the National Office of the Correctional Education Association (NCEA).
- Section 2      “Voting Membership” is defined as those persons whose dues are current.
- Section 3      No applicant shall be denied membership or the right to hold office because of race, creed, ethnic origin or sex.
- Section 4      One must hold current membership in the Correctional Education Association.
- Section 5      Individuals who hold institutional membership of KY-CEA shall enjoy all of the privileges of active membership except voting and holding office.
- Section 6      Honorary members of KY-CEA shall enjoy all of the privileges of active membership except voting and holding office. Such members shall be exempt from all dues and assessments.
- Section 7      Membership into KY-CEA shall be open to anyone interested in the progress of correctional education. The *Executive Committee* shall have the power to define the qualifications for membership.
- Section 8      Special assessments may be levied, subject to the approval of a quorum of two-thirds of the voting membership present, and provided that each voting member is apprised of the intention prior to the meeting. Said notice must specify the need for the proposed assessment.
- Section 9      The membership year shall commence for each member upon submission of annual dues. Dues shall be solicited annually one month prior to the anniversary date. Membership shall lapse automatically when dues are not paid by the anniversary date. Reinstatement shall be automatic upon their receipt.
- Section 10     Non-renewed members will be carried on the membership rosters for a maximum of sixty days. If membership is not renewed within sixty days of the expiration date, names will be dropped from the enrollment.
- Section 11     Honorary KY-CEA membership shall be awarded to selected persons who may have previously held individual membership; and those who desire to assist KY-CEA in achieving its goals; and who have provided distinguished service to KY-CEA or have advanced the cause of correctional education. Privileges of this category shall include receipt of all KY-CEA publications, reduced KY-CEA conference rates and non-voting KY-CEA memberships.

### ARTICLE III ADMINISTRATION

- Section 1      The offices of KY-CEA shall be *Chairperson, Vice-Chairperson, Secretary, Treasurer, and Membership Director*. These elective individuals shall constitute the *Executive Committee*. All officers shall be elected to a term of two years by a majority vote of the voting membership. All officers of KY-CEA must be voting members. The incumbent *Chairperson* shall chair the *Executive Committee*.
- Section 2      For the revitalization of KY-CEA during the fiscal year of 2008, “official” members will be contacted, seeking volunteers to hold office. By June 30<sup>th</sup> 2008, full elections will be held for the fulfilling of the offices *Chairperson, Vice-Chairperson, Secretary, Treasurer, and Membership Director*.
- Section 3      KY-CEA officers may not simultaneously serve as Region III CEA or NCEA officers.
- Section 4      *Executive Committee* officers shall be nominated by a committee established for such a purpose by the *Chairperson*. Elections shall commence by electronic ballot and the results announced at the next regular meeting of the voting membership.
- Section 5      Ad hoc committee officers shall be nominated by a committee established for such purposes by the *Chairperson*. As much as possible, KY-CEA will insure that major correctional agencies have representation among the offices, with the ad hoc committee directors alternating between representatives of adult and juvenile programs. Elections shall be conducted and officers installed at the annual meeting of the voting membership.
- Section 6      In the event a vacancy occurs (during non-election periods) in the office of *Chairperson, Vice-Chairperson, Secretary, Treasurer, or Membership Director*, the vacancy shall be filled by the *Executive Committee*. In the event of a tie vote, the general membership of KY-CEA will elect the respective new member.
- Section 7      Reports and recommendations of each *Executive Committee* meeting shall be submitted to the *Executive Committee* through the *Secretary*.
- Section 8      An annual directory of all *Executive Committee* officers shall be prepared and distributed to the membership by the *Secretary*.

**ARTICLE IV**  
**DUTIES OF THE EXECUTIVE COMMITTEE OFFICERS**

- Section 1      The duties of the *Chairperson* shall be:
- 1) To preside at the regular meetings of the *Executive Committee*.
  - 2) To represent KY-CEA to other organizational affiliates.
  - 3) To recommend to the *Executive Committee* members the appointments of all chairpersons of standing committees and persons to fill unexpired terms of office in positions represented on the *Executive Committee*.
  - 4) To distribute proportionately and representatively committee appointments throughout the KY-CEA membership.
- Section 2      The duties of *Vice-Chairperson* shall be:
- 1) To serve in the capacity of *Chairperson* in his or her absence as designated by the *Chairperson* or *Executive Committee*.
  - 2) To assist the *Treasurer* with the chapter's financial accounts.
- Section 3      The duties of *Secretary* shall be:
- 1) To preserve the archives of KY-CEA.
  - 2) To maintain and file the correspondence of KY-CEA.
  - 3) To record and file meetings of the *Executive Committee*.
- Section 4      The duties of *Treasurer* shall be:
- 1) To monitor the budget.
  - 2) To maintain professionally the financial records.
  - 3) To report the financial condition at regular meetings.
  - 4) To disburse funds as designated by the *Executive Committee*.
  - 5) To receive membership dues from the *Membership Director*.
  - 6) To collect and register all drafts and indebtedness issued to KY-CEA.
- Section 5      The duties of the *Membership Director* shall be:
- 1) To seek new members.
  - 2) To collect membership data.
  - 3) To mail notices of membership renewal.
  - 4) To collect membership dues, to be turned over to the *Treasurer*.
  - 5) To maintain a complete and current membership roster for KY-CEA.
- Section 6      In the event the *Chairperson* is temporarily unable to serve and has not otherwise designated the *Vice-Chairperson* to do so, the *Treasurer* shall assume the responsibilities of the *Chairperson* until such time as an appointment is made or the *Chairperson* is again able to serve.

Section 7 In the event the *Vice-Chairperson*, *Secretary*, or *Treasurer* is unable to serve the remainders of their terms for any reason, the *Chairperson* shall appoint a replacement for the unexpired term.

Section 8 In the event of that both the *Chairperson* or *Vice-Chairperson* is unable to serve, the *Treasurer*, and then *Secretary* will be designated in that order to serve as *Chairperson*. The new *Chairperson* shall then appoint the replacement for the resulting vacant office for the unexpired term.

**ARTICLE V**  
**MEETINGS FOR THE EXECUTIVE COMMITTEE**

- Section 1 An annual meeting of KY-CEA shall be held:
- 1) To conduct the business of KY-CEA, and to install officers-elect.
  - 2) To accomplish the purposes of the organization as set forth in ARTICLE I of this Constitution.
- Section 2 *Roberts Rules of Order* shall guide the conduct of all meetings of KY-CEA, unless specifically deemed otherwise by the *Executive Committee*.
- Section 3 When a session is held, below are the mandatory items that must occur:
- 1) The *Chairperson* shall schedule and preside at the annual meetings of KY-CEA.
  - 2) Official matters, unless otherwise stated in the Constitution and Bylaws, shall be decided by a plurality of those voting members present.
  - 3) The agenda for the meetings shall include:
    - a) Minutes of previous meetings.
    - b) The *Treasurer's* report.
    - c) The *Chairperson's* report, which shall address: any actions taken by the *Executive Committee* since the last such report was made and, if timely, the official results of the election of officers.
  - 4) The *Chairperson* may request a written report from each ad hoc committee(s) director(s) at this time.
- Section 4 The *Chairpersons* shall prepare and distribute a written agenda to all *Executive Committee* members prior to all *Executive Committee* meetings.
- Section 5 A simple majority of the *Executive Committee* members present shall be necessary to approve business.
- Section 6 The minutes of the previous *Executive Committee* meeting(s) shall be available at the *Executive Committee* meeting.
- Section 7 All officers and *Executive Committee* members should be prepared to make a brief report to the *Executive Committee* meeting.
- Section 8 Other meetings may be called at the time and place designated by the *Chairperson*. In order to conduct official business, any special meeting must be announced by electronic mail to all *Executive Committee* members at least seven days prior to a session. In the event that such notice cannot be made, non official business may be conducted without the affirmative vote of a plurality of the entire *Executive Committee* membership.

**ARTICLE VI  
AD HOC COMMITTEES**

- Section 1      The *Chairperson* shall annually appoint all ad hoc committees and nominate all directors (except *the Membership Director*). A member may serve on more than one committee. As required, the *Chairperson* shall appoint directors for needed ad hoc such as (but not limited to):
- 1) Auditing;
  - 2) Legislative;
  - 3) Membership;
  - 4) Nominating;
  - 5) Staff Development;
  - 6) Tabulating;
  - 7) Teacher of the Year.
- Section 2      The duties and terms of these ad hoc committees shall be specified at the time of appointment by the *Executive Committee*.
- Section 3      Each established ad hoc committee will appoint its own officers through a simple majority vote.
- Section 4      Membership of each committee will be limited to seven members unless prior approval is secured from the *Chairperson*.
- Section 5      Each standing committee shall have established policies and procedures for its operation.
- Section 6      An annual directory of all officers and committees shall be prepared and distributed to the membership by the *Executive Committee*.
- Section 7      *Audit Committee* – The duties and responsibilities of this ad hoc committee shall be, but not limited to:
- 1) Committee should have at least two persons who are not on the Executive Board.
  - 2) Verifying receipts and disbursements and all pertinent financial documents of KY-CEA.
  - 3) Reviewing the *Treasurer's* report before it is presented at the annual meeting.
  - 4) Shall work in concert with other appropriate committees.
- Section 8      *Legislative Information Committee* – The duties and responsibilities of this ad hoc committee shall be, but not limited to:
- 1) The gathering and dissemination of information concerning current and pending legislation which has an effect on the education of adjudicated persons.
  - 2) This committee shall work in concert with other appropriate committees.

- Section 9      *Membership Committee* – The duties and responsibilities of this ad hoc committee shall be, but not limited to:
- 1) The promotion and renewal of memberships for NCEA, CEA Region III, and KY-CEA.
  - 2) Conducting membership drives in cooperation with the *Executive Committee*.
  - 3) Assist in the program of awarding Honorary and Institutional memberships to individuals within KY-CEA.
  - 4) Shall work in concert with other committees.
- Section 10     *Nominating Committee* – The duties and responsibilities of this ad hoc committee shall be, but not limited to:
- 1) Shall prepare, in appropriate years, a possible list of candidates for the offices of *Chairperson, Vice-Chairperson, Secretary, Treasurer, and Membership Director*.
  - 2) Shall work in concert with other appropriate committees.
- Section 11     *Staff Development Committee* – The duties and responsibilities of this ad hoc committee shall be, but not limited to:
- 1) The development, planning, location, and scheduling recommendations to the *Executive Committee* for all conferences, seminars, and meetings of KY-CEA exclusive of the meetings of standing or ad hoc committees.
  - 2) As necessary this may include the drafting of formal bids, the application of objective criteria for site selection and the provision of this data to the *Executive Committee*. In the event of the request for such data for a regional conference or to bid upon a national conference, the committee shall work the *Executive Committee* and the *Chairperson* to supply the required information in a timely manner.
  - 3) Having the responsibility of coordinating workshops and training efforts sponsored by KY-CEA.
  - 4) This committee shall work in concert with other appropriate committees.
  - 5) Promote knowledge of the Special Interest Groups (SIG's), along with promoting members to join or start SIG's, under the guidance of the Regional Director and the Chairman of the President's Council.
- Section 12     *Tabulating Committee* – The duties and responsibilities of this ad hoc committee shall be, but not limited to:
- 1) To tally and verify the balloting results of all elections.
  - 2) This committee shall work in concert with other appropriate committees.

Section 13     *Teacher of the Year* – The duties and responsibilities of this ad hoc committee shall be, but not limited to:

- 1) Establish procedures for the selection of a teacher of the year, and using these established procedures to annually choose the *Kentucky Teacher of the Year*. This selection shall be in compliance with both the *CEA Region VIII Teacher of the Year* and the *NCEA Teacher of the Year*.
- 2) This committee shall work in concert with other appropriate committees.

## ARTICLE VII FISCAL POLICY

- Section 1      The *Executive Committee* shall authorize and adopt the annual budget prior to its inclusive dates of July 1<sup>st</sup> to June 30<sup>th</sup>. It shall contain sufficient line item provisions to clarify the amounts budgeted for all offices, committees, and projects of KY-CEA and shall contain a general reserve of an amount considered wise by the *Executive Committee*.
- Section 2      Expenditures of funds within the adopted budget shall be the prerogative of the *Executive Committee*. Below are the guidelines for the governance of funds.
- 1) An account at a local bank or credit union shall be maintained by both the *Treasurer* and *Vice-Chairperson*. Upon the elections of new members, the account along with all fiscal documentation will be transferred from the outgoing *Treasurer* and *Vice-Chairperson* to the incoming *Treasurer* and *Vice-Chairperson*.
  - 2) Any checks, drafts, or other indebtedness issued to KY-CEA shall be forwarded and endorsed by the *Treasurer* for deposit in the proper account.
  - 3) All obligations or indebtedness created in the name of KY-CEA must have prior approval of the proper *Executive Committee* or officer responsible for that program, activity, or project. Any such indebtedness not previously authorized will be considered individual debt and not the responsibility for KY-CEA or the *Executive Committee*.
  - 4) All check payments shall be issued by the *Treasurer/Vice-Chairperson*.
  - 5) The funds of KY-CEA shall be disbursed only for those purposes set forth in the approved budget or otherwise approved by the *Executive Committee*.
  - 6) All rebates collected from NCEA and CEA Region III shall be sent to the *Treasurer* for deposit.
- Section 3      Any source of income to KY-CEA deemed proper by the *Executive Committee* may be solicited and accepted by the *Executive Committee*.
- Section 4      The *Treasurer* shall report to the *Executive Committee* at any regular or called meeting the financial condition of KY-CEA. An annual fiscal report to the general membership shall be made by the *Treasurer* at every annual meeting.
- Section 5      The *Treasurer* shall submit for audit the annual accounts of KY-CEA following the close of the fiscal year. Selection of an auditor for accounts shall be recommended by the *Chairperson* and approved by the *Executive Committee*.

Section 6      The *Treasurer/Vice-Chairperson* shall be the chief financial officer of KY-CEA and is responsible for the custody and disbursement of all KY-CEA funds and assets. He or she shall be the custodian of the financial records of KY-CEA and have charge of any investment of funds, subject to *Executive Committee* approval.

## **ARTICLE VIII ELECTIONS**

- Section 1 Elections shall be held in even-numbered calendar years for all offices. The timeline for elections are as follows:
- 1) The *Chairperson* shall appoint a *Nominating Committee* in the month of February prior to elections being held in the month of April.
  - 2) The *Nominating Committee* will accept nominations for new officers by March 15<sup>th</sup>.
  - 3) The *Nominating Committee* will accept and report nominations for new officers to the *Chairperson* by April 1<sup>st</sup>.
  - 4) The *Nominating Committee* will send out the ballots by April 15<sup>th</sup>.
  - 5) The return of all ballots is due to the *Nominating Committee* by April 30<sup>th</sup>.
  - 6) Returned ballots are counted and results announced by May 5<sup>th</sup>.
- Section 2 The *Nominating Committee* shall prepare a possible list of candidates for the offices of *Chairperson*, *Vice-Chairperson*, *Secretary*, *Treasurer*, and *Membership Director*.
- Section 3 A nominee must give written consent for his or her name to be placed in nomination. The nominee may submit a written resume of no more than 100 words, to be printed on the ballot. Each nominee must be a voting member in good standing.
- Section 4 Electronic balloting must be sent with “a receipt” sender format. Mail-in (paper) balloting will also be accepted.
- Section 5 All ballots must provide space for write-in candidates.
- Section 6 The ballots will be tabulated at the office of the *Chairperson* or at a location selected by the *Chairperson*.
- Section 7 The *Nominating Committee* will tally and verify balloting results. Ballots shall not be verified by any member of the *Executive Committee*.
- Section 8 Results of the election will be presented upon verification and declared official by the *Chairperson* unless contested by a member of members.
- Section 9 The results of the election will be published. Notice will be additionally sent to NCEA and CEA Region III.

Section 10      Within three days of the announcement of results, any objections shall be raised electronically to the Chairperson stating precisely and clearly the objection. The objection must also be signed by a member in good standing prior to submission. Upon clearing all objections the *Chairperson* will declare the results official. The *Executive Committee* will announce its final decision by the 15<sup>th</sup> of May in the year the elections are held. The election will be declared official and then the ballots will be destroyed.

**ARTICLE IX  
CORRESPONDANCE AND PUBLICATIONS**

- Section 1 All correspondence in the name of KY-CEA shall be done on organization stationery. It is the responsibility of the *Chairperson* to have stationery printed.
- Section 2 Copies of all correspondence pertinent to actions of the *Chairperson* of the *Executive Committee* which are written on official stationery shall be maintained by the *Secretary*.
- Section 3 KY-CEA shall publish a newsletter on a semi-annual basis.
- Section 4 The *Chairperson* shall appoint, with approval of the *Executive Committee*, an editor or editors for the newsletter, who shall serve a two-year term.
- Section 5 The editor will be responsible for all tasks associated with writing, printing, and distributing the newsletter to all members.
- Section 6 The editor of the newsletter shall have a newsletter line item budget amount to draw upon for incidental expenses incurred in the course of the duties. All related amounts of this account shall be set and approved by a majority of the *Executive Committee*. Expenditures must be related to newsletter publication, printing or mailing, or must be otherwise authorized in advance by the *Executive Committee*.
- Section 7 Other publications deemed necessary and appropriate may be authorized upon approval of a majority of the *Executive Committee*.

**ARTICLE X  
MISCELLANEOUS**

Section 1      None at this time.

**ARTICLE XI  
AMENDMENTS**

- Section 1      The Constitution may be amended in accordance with this Article.
- Section 2      The *Chairperson* shall appoint a committee to draft, review or edit proposed amendments. The recommendations of said committee shall be forwarded to the *Executive Committee*.
- Section 3      The *Executive Committee* shall establish the timelines for actions related to the submission, review, and possible arrival of amendments.
- Section 4      The *Executive Committee* shall refer to the *Secretary* for distribution to the voting membership the final drafts of any proposed amendments.
- Section 5      Only electronic balloting will be accepted, and must be sent with “a receipt” sender format.
- Section 6      All ballots must contain the precise wording of the existing portion of the passage to be amended and the proposed alteration.
- Section 7      The ballots will be tabulated at the office of the *Chairperson* or a location otherwise designated by the *Chairperson*.
- Section 8      The *Chairperson* shall appoint a *Tabulating Committee* to tally and verify the balloting results. Balloting will not be verified by any member of the *Executive Committee*.
- Section 9      Results of the election will be presented upon verification and declared official by the *Chairperson* unless contested by a member or members.
- Section 10     Any official changes in the Constitution are effective immediately.