



POLICY 76-1

GUIDELINES FOR AFFILIATING WITH KASA

Introduction

Due to a request for affiliation with KASA from a special interest group and due to the possibilities of other groups requesting same in the future, the KASA Board of Directors, on April 28, 1976, adopted guidelines for governing such requests. The guidelines will be used to process a request for affiliation from any special interest group. They consist of the minimum criteria that an applicant group must meet before the KASA Board of Directors will consider the request and the procedures that are to be followed by the group in applying for affiliation and the KASA in processing the request.

Concepts

The guidelines are based on the following concepts:

1. The KASA should be willing to consider a request for affiliation from any group of administrators with special interests that are not being adequately met by the current affiliates.
2. A group applying for affiliation with the KASA should meet minimum criteria with regard to such areas as intent, organization, service, and membership before the KASA Board of Directors will consider the request.
3. The degree to which the KASA will be enhanced by adding another affiliate should be considered in developing guidelines, in reviewing applications for affiliation, and in approving the addition of another affiliate.
4. Consideration must be given to the effects each group requesting affiliation with the KASA will have on the other affiliates.
5. The governance procedures and the Constitution of the KASA must be considered in developing guidelines for processing an application for affiliation from a special interest group.
6. The qualification criteria should be as objective as possible with the final decision by the KASA Board of Directors made on both objective and subjective information.
7. The KASA Constitution should be the directive for developing the guidelines.

Qualification Criteria

The KASA Board of Directors will consider a request for affiliation from a special interest group only if the group has met the following criteria:

1. The request for affiliation must be in writing from the highest officer in the applicant group.
2. The request for affiliation with the KASA must be approved by the Constituted governing body of the applicant group.
3. The applicant group must have a membership that is comprised of administrators that are certified according to the Kentucky Certification Standards.
4. The membership of the applicant group must meet the KASA membership criteria described in Section 3 of the Article III of the KASA Constitution and Bylaws.

Section 3. All persons who are employed as superintendents or administrators, as defined by KRS 161.720, in elementary and secondary schools and school districts, including any person eligible for membership in any affiliate organization listed in Section 2, shall be eligible for active membership upon payment of annual dues. In addition, the following are also eligible for membership in KASA: (1) faculty and staff of teacher training institutions who are actively engaged in the training of teachers and school administrators; (2) professional staff members of any state agency that deals directly with matters related to public education; (3) professional staff members of any association which deals primarily with elementary and secondary education; (4) other certified or classified staff members in local school districts who perform administrative or supervisory duties as their major job function. Active members shall have the right to vote and hold office, and shall be eligible to receive legal assistance pursuant to KASA Board policy.

5. The applicant group must have at least forty-five (45) members of the group who are also active or emeritus members in the KASA. If the application for affiliation is approved, this number must be maintained in accordance with the provisions of Article III, Section 2 of the KASA Constitution.
6. The applicant group must be a statewide organization with a constitution ratified by its membership, a governance body, criteria for membership, at least one annual statewide meeting, a dues structure, and in operation as a statewide organization for no less than two years.
7. The applicant group must have a rationale for requesting that they be affiliated with the KASA. The rationale must be written and must consist of no less than:
 - (a) Why the needs and interests of the applicant group are not being met by the existing affiliates of the KASA.
 - (b) How the applicant group will enhance the effectiveness of the KASA.
 - (c) How the applicant group will support the other KASA affiliates.
 - (d) A description and number of the school administrators who are eligible for membership in the applicant group.
 - (e) The number of active members in the applicant group.
 - (f) The number eligible for membership in the applicant group who are active members in the KASA.
8. The applicant group must agree to be represented at the first review of the application.
9. The applicant group must subscribe to the objectives and purposes of the Kentucky Association of School Administrators as described in Article II of the KASA Constitution and Bylaws.

Procedure (Application and Review)

A request for affiliation and the review of the application will be processed by the following procedure. The KASA Executive Committee will serve as a screening committee to review the application and to make a recommendation to the KASA Board of Directors. (See page 3 for procedural flow chart.)

1. The governing body of the applicant group approves the request for affiliation with the KASA.
2. The highest officer of the applicant group will make a written request for affiliation to the KASA Executive Director.
3. The KASA Executive Director will mail written instructions for applying to the KASA and the application form.
4. The applicant group will complete all application forms and mail to the KASA Executive Director.
5. The KASA Executive Director will mail each member of the KASA Executive Committee a copy of the completed application.
6. The KASA Executive Committee will meet to consider the request. A representative of the applicant group will appear before the Executive Committee to make a presentation and to provide additional information requested by the Executive Committee.
7. The chairperson of the KASA Executive Committee, the President or his/her designee, will present a written and verbal recommendation from the Executive Committee to the KASA Board of Directors.
8. Upon approval by the KASA Board of Directors, the request for affiliation will be presented to the KASA membership at an annual statewide conference as change(s) in the KASA Constitution. The requirements for amending the KASA Constitution as described in Sections 1-3 of Article XI will be met.

“Section 1. The Board of Directors, or any active or emeritus member, may propose amendments to the Constitution and Bylaws.

Section 2. Proposed amendments from any active or emeritus member must be presented in writing to the Executive Director at least thirty (30) days prior to the annual statewide meeting or any duly called meeting of the Association.

Section 3. Any proposed amendment shall be sent in written form to the members of the Association by the Executive Director at least twenty (20) days prior to the meeting at which the amendment is to be considered.”

Due Process

If an application is met with disfavor on the part of the Executive Committee and the Committee recommends that the application for affiliation be disapproved by the Board of Directors, then the applicant group has the following recourse:

The highest officer of the applicant group can request in writing permission to appear before the Board of Directors to present in person a rationale for the request and/or to respond to the recommendation made by the KASA Executive Committee.

If, after the special presentation is made, the application is not approved by the KASA Board of Directors, then the review process ends.

Application for Affiliation



1. Name of Applicant Group

- 2. Highest Officer**
- a. Office
 - b. Name
 - c. Address
 - d. Phone Number
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3. Has the request for affiliation with the KASA been approved by the constituted governing body of the

applicant group? Yes No / If yes, describe the governing body.

- 4. State-wide Organization:** Does the applicant group have:
- a. Constitution ratified by its membership Yes No (if yes, attach)
 - b. Eligibility criteria for membership Yes No (if yes, attach)
 - c. Dues structure Yes No (if yes, explain)
 - d. At least one state-wide conference Yes No
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- 5. Membership:**
- a. Does the applicant group have a membership comprised of administrators that are certified according to the Kentucky Certification Standards? Yes No (if yes, explain)
 - b. Does the membership of the applicant group meet the KASA membership criteria described in Section II of Article III of the KASA Constitution and Bylaws? Yes No (if yes, explain)
 - c. How many eligible members of the applicant group are active members in the KASA?
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- 6. Rationale for Request:**
- a. Explain why the needs and interests of the applicant group are not being met by the existing affiliations of the KASA. (Use additional pages as needed.)
 - b. Explain how the applicant group will enhance the effectiveness of the KASA. (Use additional pages as needed.)
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c. Explain how the applicant group will support the other KASA affiliates.

(Use additional pages as needed.)

d. Other

I hereby request on behalf of the _____
Name of Governing Body

that the _____ be accepted as an affiliate of the Kentucky
Name of Applicant Group

Association of School Administrators. The _____
Name of Applicant Group

subscribes to the objectives and purposes of the Kentucky Association of School Administrators and agrees to have a representative appear before the KASA Executive Committee for a review of this application. I certify that the statements made in this application are correct to the best of my knowledge and are made in good faith.

Highest officer _____

Date Completed _____