

**XVI. KENAI PENINSULA SCHOOL ACTIVITIES ASSOCIATION  
BY-LAWS  
(Approved April 2014)**

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## **ARTICLE I – NAME**

This organization shall be known as the Kenai Peninsula School Activities Association (KPSAA).

## **ARTICLE II – PURPOSE**

The purpose of the Association shall be to promote and control co-curricular activities sanctioned by the members and to assist in the promotion of other activities.

## **ARTICLE III – MEMBERSHIP**

1. Membership shall consist of all public schools in the Kenai Peninsula Borough School District, defined as schools having grades 4 through 12, or any combination thereof.
2. Membership means recognition of the authority of the Association and full compliance with its rules.
3. A high school is defined as a school which offers grades 9 through 12 or any combination thereof.
4. A junior high is defined as a school which offers grades 7 and 8.
5. A middle school is defined as a school which offers grades 6 through 8 or any combination thereof.
6. An elementary school is defined as a school which offers grades 4 through 6 or any combination thereof.
7. The KPSAA Board will hear any appeal for organizational structure other than those named above.

## **ARTICLE IV – MEMBERSHIP MEETINGS**

1. One general membership meeting shall be held annually.
2. Meetings will be conducted in accordance with Roberts Rules of Order.
3. The spring meeting shall be held in early April to allow the school board time to consider handbook changes.
4. The KPSAA Board shall be authorized to change the meeting dates of the general membership meeting if conflicts exist, with two weeks' notice prior to the originally scheduled meeting date.
5. Agendas for the spring meeting shall be distributed to member schools no later than seven days prior to the meeting date.
6. In general, handbook changes will be considered at the spring meeting. Handbook changes deemed to be needed immediately may be considered throughout the year. Information will be dispersed to all schools for input at least seven days prior to action. Recommended changes will then go to the school board for their approval at their next meeting.

## **ARTICLE V – VOTING**

1. Each building administrator shall be allowed one vote.
2. In his/her absence, the building administrator may designate another person from his/her building to vote.
3. The voting membership shall vote/decide on matters pertaining to:
  - A. Selection of Executive Board

- B. Bylaws Amendments
- C. Tournament Sites
- D. Co-curricular Handbook

#### **ARTICLE VI – SANCTIONED ACTIVITIES**

1. Tournament sites and dates will be selected annually at the regular spring meeting.
2. Each participating school shall have submitted their proposals for suggested activities and tournament sites by the last Tuesday of March.
3. The Board shall act on these proposals at the spring meeting.

#### **ARTICLE VII – LOCAL CONTROL**

1. A school may request an Executive Board inquiry into rule violations by presenting a written request to the Executive Secretary.
2. The host school must secure qualified officials to control all athletic contests, in accordance with rules in the appropriate activity manual and the co-curricular handbook.
3. High school interscholastic competition and activities shall be bound by ASAA contracts between schools involved.
4. Violations of contracts shall be dealt with in accordance with ASAA regulations.
5. No contract shall be considered valid until signed by two parties from each school involved, one of whom must be an administrator.
6. All waivers must be forwarded to the KPSAA Executive Secretary before sending to the ASAA office.
7. Local requests or concerns shall be submitted in writing to the building principal, who in turn will submit them to the executive secretary for disposal. When necessary, the KPSAA Board will make final disposition.

#### **ARTICLE VIII – KPSAA BOARD**

1. The KPSAA Board shall consist of the president, vice president, secretary, six directors, and a non-voting executive secretary.
2. Representative members shall be selected from the following areas:
  - A. One secondary administrator
  - B. One high school representative
  - C. One junior high school representative
  - D. One elementary representative
  - E. One activities representative-at-large
  - F. One representative-at-large
  - G. One school board member
  - H. One parent appointed by the School Board
  - I. One K-12 school representative

### **ARTICLE IX- ELECTION OF KPSAA BOARD**

1. The KPSAA President shall appoint a nominating committee whose members will be certified employees of the KPBSD. This committee will provide names of appropriate nominees for vacancies. These names shall be provided for the published agenda at the spring general membership meeting.
2. Should a vacancy occur, the KPSAA Board is authorized to appoint a qualified replacement for the duration of the unexpired term.
3. Elected members of the KPSAA Board shall consist of KPBSD certified staff only.
4. Seating of newly elected officers shall occur at the next regularly scheduled meeting following the election.

### **ARTICLE X – TERM OF MEMBERSHIP**

The following two-year rotation shall be established for all board members except the parent representative which is to be a three-year term, the school board and assembly representatives and the executive secretary.

- A. Even Year Election – Four newly elected members
  1. Secondary Administrator
  2. Activities Representative-at-large
  3. Representative-at-large
  4. One K-12 school representative
- B. Odd Year Election – Three newly elected members
  1. High School Representative
  2. Middle School Representative
  3. Elementary Representative
- C. Three Year Term – Parent Representative

### **ARTICLE XI – OFFICERS**

The president, vice president and secretary shall be elected annually by the members of the Executive Board from its own membership at the board meeting following the regular spring general membership meeting.

### **ARTICLE XII – BOARD MEETINGS**

1. The KPSAA Board shall hold a minimum of four meetings annually.
2. Meeting dates are to be determined by the KPSAA Board.
3. Special meetings of the Board may be called as needed by the Executive Secretary or the President
4. Agenda items should be submitted to the Executive Secretary prior to the regularly scheduled meeting.
5. The Executive Secretary shall notify each board member of the time and place for each regular meeting and provide an agenda.
6. Discussions during the regular meetings shall be restricted to KPSAA Board members and the Executive Secretary unless resource persons are called upon to speak by the Chair.
7. Guests wishing to address the KPSAA Board will be allowed ten (10) minutes for their presentation.
8. Official minutes of the regular meetings will be posted in the *Meetings* section of the KPSAA homepage and member schools will be notified via email within fifteen days following the meeting.

### **ARTICLE XIII – EXECUTIVE SECRETARY**

1. The Executive Secretary shall be a non-voting member appointed by the Superintendent.
2. The Executive Secretary shall have the authority to call special meetings of the KPSAA Board.
3. The Executive Secretary shall serve as liaison between the school board and KPSAA.
4. The Executive Secretary shall carry out the financial duties spelled out in Article XV of these bylaws.
5. In the event of changes or amendments of these bylaws, the Executive Secretary shall provide amended copies to all member schools each year.
6. The Executive Secretary shall have the authority to decide upon waiver requests on behalf of the KPSAA Board.
7. In the absence of the Executive Secretary, the president shall have the authority to decide upon waiver requests.
8. The Executive Secretary shall carry out all other duties assigned by the KPSAA Board or these bylaws.

### **ARTICLE XIV – POWERS AND DUTIES OF THE KPSAA BOARD**

1. The KPSAA Board shall constitute the administrative body of the organization, subject to the restraint of the ASAA bylaws, Regions II and III bylaws, KPSAA bylaws and KPBSD board policy.
2. The KPSAA Board shall determine the time and place of its meetings in accordance with Article XII of the association bylaws.
3. A simple majority of the KPSAA Board membership shall constitute a quorum.
4. The KPSAA Board shall have general supervision of all co-curricular activities of the member schools and shall interpret the rules thereof. Activities are not restricted solely to athletics.
5. The KPSAA Board shall have the power to make investigations relative to the violation of rules.
6. The KPSAA Board shall rule on all protests and determine the penalties, not otherwise specified, for violations of the provisions of the bylaws.
7. The KPSAA Board shall have the authority to appoint special and standing committees to assist in the arrangements and supervision of various activities and contests.
8. The KPSAA Board shall have the authority to approve or disapprove contests or activities.
9. The KPSAA Board shall determine suitable awards for winners of contests sponsored by KPBSD.
10. KPBSD will provide trophies and awards for all borough-sanctioned tournaments and activities. Traditionally, students in high school junior varsity races are recognized at the borough tournaments.
11. The KPSAA Board shall insure that host schools provide qualified officials for all interscholastic contests.
12. The KPSAA Board shall have the authority to prepare and approve the annual co-curricular budget request presented to the Superintendent.
13. The KPSAA Board shall hear all appeals on waiver request decisions made by the Executive Secretary or president.

#### **ARTICLE XV – FINANCE**

1. The Executive Secretary shall be responsible for preparing the annual co-curricular budget, subject to approval by the KPSAA Board and for its presentation to the Superintendent.
2. The Executive Secretary shall make an annual report to the general membership at the spring meeting. This report shall include a complete review of the financial activities of the Executive Secretary's office, as well as a detailed report of activities participation and expenditures per school.

#### **ARTICLE XVI – AMENDMENT OF BYLAWS**

1. Amendments to these bylaws will be agreed upon by the KPSAA Board, sent out to all schools thirty days prior to approval for input and then voted on at the next scheduled meeting.
2. In the event that more than one amendment is to be considered at a time, they may be approved by consent agenda.
3. A call for reconsideration of any change of the bylaws may be initiated by a request signed by thirty –three percent (33%) of the member schools. The reconsideration shall take place at the next regular meeting.
4. Amendments to the bylaws become effective immediately following their adoption unless otherwise set forth by the amendment.
5. Proposed amendments to the bylaws must be presented by Article and paragraph, written in full.