

COLLEGE PERSONNEL ASSOCIATION OF KENTUCKY
BY-LAWS

ARTICLE I
Name and Purposes

- Section 1. Name. The name of this Association shall be the College Personnel Association of Kentucky (CPAK).
- Section 2. Use of Name. The name of this organization shall be employed in connection with official business and activities of the Association. The name of this organization shall not be used by individuals, organizations, or agencies without the approval of the Executive Council.
- Section 3. Purposes.
- a. To provide leadership for the development and improvement of professional standards and activities in the field of College Student Personnel in Kentucky.
 - b. To facilitate and support College Student Personnel services in Kentucky at all two- and four-year public and private post-secondary institutions as well as community and technical colleges.
 - c. To encourage creative and experimental activities in the College Student Personnel field.
 - d. To promote research in College Student Personnel work and related areas.
 - e. To make available resources for the professional growth of CPAK constituents.
 - f. To foster pre-professional and graduate experiences in the profession.
 - g. To conduct professional development conferences.
 - h. To contribute to the continuing education of student development educators.
- Section 4. Affiliation. Established in 1976, the College Personnel Association of Kentucky is a state division of the American College Personnel Association (ACPA).
- Section 5. Autonomy. The Association shall be autonomous in the conduct of its business and activities consistent with the Constitution and By-laws of the American College Personnel Association.
- Section 6. Non-profit. The College Personnel Association of Kentucky is established as a non-profit professional organization.
- Section 7. Affirmative Action. The College Personnel Association of Kentucky endorses and applies to its operation the affirmative action statement of the American College Personnel Association. (See attached CPAK statement)

ARTICLE II
Membership and Dues

- Section 1. Non-Discrimination Statement. The College Personnel Association of Kentucky (CPAK) does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, sexual orientation, or disability in any of its policies, procedures, or practices. This non-discrimination policy covers membership and access to CPAK programs and activities including but not limited to publications, workshops, committees, and conferences.
- Section 2. Professional Membership. Any person or professional employee engaged in or interested in college student development endeavors in the state of Kentucky (or surrounding areas, i.e. Indiana), including administration, counseling, teaching, research, or service is eligible for membership. A professional member shall be eligible to vote on all matters of the organization, upon payment of professional dues to the Association.
- Section 3. Student Membership. Any person who is attending an institution of higher learning and is not employed full-time by an institution during the current academic year is eligible for membership. A student member shall be eligible to vote on all matters of the organization, upon payment of student dues to the Association.
- Section 4. Dues. Each member shall pay the annual membership fees of the Association. Dues for CPAK are \$10.00 annually. If an individual registers for the CPAK conference, his/her dues are included in the registration fee. If an individual chooses not to register for the conference, but wants to still be a member of CPAK, he/she must pay the \$10.00 dues. Changes in the due date and the amount of dues for the Association shall be determined by the CPAK Executive Council. Student dues will be 50% of that of a professional. For a member to be in good standing with the organization, he/she must have paid dues prior to the start of the CPAK conference.
- Section 5. Rights and Privileges. All members in good standing may attend conferences and meetings, shall have voting privileges, may serve as elected officers of the organization, and may serve on committees of the Association.

ARTICLE III
Officers

- Section 1. Officers. The officers of the Association shall be a president, president-elect, past president, and a secretary/treasurer.
- Section 2. Qualifications. Each officer shall be a member in good standing in the College Personnel Association of Kentucky. Further, president and president-elect shall be

members of the American College Personnel Association.

- Section 3. Terms of Office. Beginning July 1, all officers shall serve for a term of two years, except for the president, president-elect, past president, secretary/treasurer, secretary/treasurer elect and Members-At-Large, whose term shall be one year. No member may serve in the same office for more than two consecutive terms.
- Section 4. Election of Officers. Prior to the annual business meeting of the Association, the past-president shall begin procedures for the nomination of officers by requesting nominations from the membership. The past-president shall prepare a ballot with voting instructions for each office to be filled, and distribute it to all members in good standing. Officers shall be elected by plurality vote (i.e. candidate with the most votes).
- Section 5. Vacancies. If the office of president becomes vacant, the president-elect shall assume the presidency. If a vacancy should occur in any Executive Council position other than president, the Executive Council shall appoint a person from the Association membership to serve the remainder of the term of office.
- Section 6. Duties.
- a. President. The president is the chief elected officer of the Association; presides at all state meetings of the Association, chairs and presides at meetings of the Executive Council, appoints all committee chairpersons, serves as an ex-officio member of all committees, and is the primary liaison with the American College Personnel Association for state division related matters. The president shall be a member of ACPA and, at the beginning of the president's term, shall attend the summer ACPA Institute for State Division leaders, in accordance with ACPA relationship duties. The president shall automatically become past-president in the year following his/her one-year term of office.
 - b. President-Elect. The president-elect shall, in the absence of the president, act as president at all business meetings of the Association and at all Executive Council meetings, and otherwise substitute for the president in the discharge of official duties. The president-elect shall serve as chairperson of the Annual Conference Committee and shall seek to generate a profit to be used for other CPAK projects through conference income. The president-elect shall succeed to the office of the presidency when the term as president-elect is completed. The president-elect shall be a member of ACPA and shall attend the annual ACPA spring conference meetings for State Division leaders, in accordance with ACPA relationship duties.
 - c. Secretary/Treasurer. The secretary/treasurer shall have signature authority for

the CPAK account. The secretary/treasurer shall draft the budget, and shall make financial reports to the Association at its annual business meeting and all meetings of the Executive Council. Reports to the Executive Council shall include documentation of all accounts of the Association. The secretary/treasurer shall record and maintain minutes of all meetings of the Association and of the Executive Council, and shall transmit said minutes in writing to the Executive Council members. The secretary/treasurer shall be responsible for maintaining the Association archives.

- d. Secretary/Treasurer-Elect: The Secretary/Treasurer-Elect will assist the Secretary/Treasurer drafting the budget, maintaining financial and meeting records and maintaining the Association archives. This is a two-year office and shall be elected in alternating years with the Secretary/Treasurer.
- e. Past-President. The past-president shall serve as an advisor to the president and as a member of the Executive Council. The past-president shall serve as chair of the Nomination and Election process for officers and Executive Council members.

Section 7. Compensation and Expenses of Officers.

- a. None of the Executive Council members or officers of the Association shall receive any compensation for their services to the Association.
- b. Some expenses of the Executive Council members and officers of the Association shall be paid from the funds of the Association under the policies established by the Executive Council.

ARTICLE IV
Meetings

Section 1. Membership. The College Personnel Association of Kentucky membership shall meet in business sessions at least annually and shall hold such other meetings, workshops, and conventions as shall be deemed necessary and advisable by the Executive Council. The general membership must receive formal notification of all meetings. In the case of official business meetings, at least 30 days advance notice is required. A special meeting shall be called upon written request of 15% of the membership to the secretary, stating the purpose of such a meeting. Fifteen days advance notice is required for special meetings. At least 10% of the membership must be present to constitute a quorum for the transaction of business.

Executive Council. The Executive Council shall conduct business at the call of the president or by the president upon request of three members of the Executive

Council. A simple majority (one more than half) of the membership of the Executive Council shall constitute a quorum for the transaction of business.

ARTICLE V
Executive Council

Section 1. Membership. The Executive Council shall consist of the four elected officers of the Association, the immediate past president, eight elected members from the membership-at-large and the NASPA KY State Director. The eight members-at-large and NASPA KY State Director will occupy positions as outlined in Article V, Section 2.

Section 2. Executive Council.

- a. Technology Coordinator. The Technology Coordinator shall Chair the Technology Committee and shall be responsible for web-site revision and maintenance, maintaining the member database and mailing labels, developing and monitoring a listserv, evaluating and implementing future technological needs of the Association, and other technology-related duties.
- b. Membership Coordinator. The Membership Coordinator shall Chair the Membership Committee and shall be responsible for the CPAK brochure, new member recruitment, proposing changes to the fee structure, revision of the CPAK By-Laws, development of Association awards, Affirmative Action Statement and goals, and other membership-related duties.
- c. Professional Development Coordinator. The Professional Development Coordinator shall Chair the Professional Development Committee and shall be responsible for the Graduate Student Institute for graduate students, working with the Graduate Student and Graduate Faculty Representatives regarding a periodic professional publication/journal, job and internship listings, graduate mentor program, encouraging the participation of undergraduate students in CPAK and other professional development-related duties.
- d. Graduate Students Coordinator. The Graduate Students Coordinator shall work with the Graduate Faculty Representative and shall be responsible for the recruitment of graduate students and new professionals, coordination of activities related to graduate students, assist with the Graduate Student Institute, coordination of job and internship listings, graduate mentor program, and other opportunities for graduate students and new professionals in the field.

- e. Graduate Faculty Representative. The Graduate Faculty Representative shall work with the Graduate Students Coordinator and the Professional Development Coordinator and shall be responsible for the recruitment of graduate students and new professionals, development of an annual professional publication/journal, a graduate student Case Study Competition, the Graduate Student Institute for prospective graduate students, and other opportunities for graduate students, new professionals, and graduate faculty in the field.
- f. Member-At-Large for Public Institutions: This position will represent the Kentucky public institutions and their interests in the Executive Council. It is a one-year term.
- g. Member-At-Large for Private Institutions: This position will represent the Kentucky private institutions and their interests to the Executive Council. It is a one-year term.
- h. Member-At-Large for Community and Technical Colleges: This position will represent the Kentucky private institutions and their interests to the Executive Council. It is a one-year term.
- i. NASPA KY State Director: This position will be held by the NASPA KY State Director or his/her designee. This person will act as a liaison between NASPA and CPAK, and will be included in all planning and communications related to the annual CPAK conference.

- Section 3. Qualifications. Each Executive Council member shall be a member in good standing in the College Personnel Association of Kentucky.
- Section 4. Terms of Office. Members-at-Large shall be elected for a one-year term of office. Coordinator positions shall be elected for a two-year term of office except for the Graduate Student Coordinator who shall hold office for a one-year term. Newly elected Executive Council officers shall assume office at the same time as the officers of the Association.
- Section 5. Nomination and Election. Nominations and elections of Members-at-Large shall be the same as for officers.
- Section 6. Vacancies. Vacancies in Executive Council positions shall be filled by appointment by the president from the membership with approval of the Executive Council.
- Section 7. Duties. The Executive Council shall formulate and recommend policies to the Association for its consideration and action, and conduct the affairs of the Association between regular business meetings.

Section 8. Removal from Office.

- a. Grounds. Any Executive Council member may be removed from office for just cause. Grounds for removal include violations of Association policy, procedures, or ethical code (as prescribed by ACPA); and failure to perform the duties of the office set forth in the By-Laws of the Association.
- b. Procedures. A member of the Executive Council, including officers, may be removed from office for just cause by 2/3 vote of the Executive Council. Before such vote can be taken, the member in question must receive written notification of intent of removal from the president or president-elect. In the case of the president, written notification of intent of removal from office shall be sent by the past-president. The concerned member in question shall be given at least two weeks to respond in writing. Any and all responses from the member in question must be shared with all Executive Council members at a regularly scheduled meeting preceding the vote. The Executive Council shall conduct a hearing, if needed, or deliberate to consider removing the member in question from office, and then shall vote.

ARTICLE VI
Committees

Section 1. Appointment. The president shall appoint, with the approval of the Executive Council, such standing and special committees as are deemed necessary for the transacting of the business of the organization.

Section 2. Term of Service. Members of standing Committees shall serve during the fiscal year. Special Committees shall serve until, in the opinion of the president and Executive Council, the purpose of said Committee has been accomplished.

Section 3. Reports. All Committees shall report annually to the Executive Council and/or as otherwise directed by the president.

ARTICLE VII
Financial Affairs

Section 1. Fiscal Year. The fiscal year of the Association shall be from July 1 to June 30.

Section 2. Budget. The annual budget shall be drafted by the Association secretary/treasurer and adopted by the Executive Council of the Association. The approved budget, income and expenditures shall be reported annually to the Association members. Any changes in the appropriation of funds shall be made by the Executive Council.

Section 3. Committee Expenses. Committee expenses must be authorized by the Executive Council.

Section 4. Dissolution. All property of the Association shall be subject to the control and management of the Executive Council. Upon the dissolution of the Association, none of its property shall be distributed to any of the members. After paying or making provision for the payment of all of the liabilities of the Association, all such property shall be disposed of by the Executive Council. All of the assets of the Association shall be transferred to such other organization or organizations as the Executive Council shall determine to have purposes and activities most nearly consonant with those of the Association, provided that such other organization or organizations shall be exempt under the Internal Revenue Code.

ARTICLE VIII
Amendments

Amendments to these By-Laws may be made at a business meeting of the Association if such amendments are approved by a majority (one more than half) of the members voting. Proposals to amend the By-Laws must be submitted in writing to the president prior to the meeting. The Executive Council may also make amendments to these bylaws with a $\frac{3}{4}$ majority vote at a regularly scheduled meeting. Twenty days after mailing the proposed amendment, the president or Executive Council shall count the votes. Amendments, if passed by at least a majority (one more than half) of all members voting, shall be added to the By-Laws and shall go into effect immediately or in accordance with the time specified in the amendment.

End of By-Laws

Adopted: 1976
Amended: 7/20/07
Revised: 8/03/07

College Personnel Association of Kentucky
Affirmative Action Statement

Affirmative Action Statement

The College Personnel Association of Kentucky (CPAK) does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, sexual orientation, or disability in any of its policies, procedures, or practices. This non-discrimination policy covers membership and access to CPAK programs and activities including but not limited to publications, workshops, committees, and conferences.

CPAK affirms the value of diversity within its own organization and on the campuses of each post-secondary educational institution in Kentucky. CPAK is committed to advancing the practice and intent of affirmative action in its activities. Further, CPAK is committed to on-going educational programs for members that focus on the elimination of prejudices, stereotypes and interpersonal behaviors that adversely affect our professional colleagues, students, and campus climates.

Representation

CPAK shall annually identify under-represented groups, establish goals, and then actively encourage members of those groups to participate in CPAK activities by:

1. consistently communicating with CPAK Committees and other groups who may specifically represent these populations.
2. calling for all current CPAK members to take personal responsibility for communicating their interests with and regarding traditionally underrepresented groups.
3. ensuring sensitivity toward minority groups in its publications, correspondence, and programs.
4. recruiting members of underrepresented groups to pursue leadership positions.
5. making committee and project assignments consistent with affirmative action aims.
6. actively soliciting program recommendations from traditionally underrepresented groups.
7. intentionally offering conference session topics and presenters that address diversity issues.
8. discussing the ACPA affirmative action goals and how CPAK can support their attainment.

Evaluation

To assess the progress of the affirmative action of CPAK, the Executive Council shall report annually to the ACPA Director of State Divisions on the status of the progress made on identified affirmative action goals. The report shall also include recommendations for revision of affirmative action goals for the next year.

Revised: April 7, 1999