



Constitution of the North Dakota Kindergarten Association

ARTICLE 1 Name

This organization shall be known as the North Dakota Kindergarten Association and shall operate within the structure of this association.

ARTICLE 2 Mission

The mission statement of this organization shall be a voice of early childhood educator's collaborating and advocating together for best practices for the betterment of all young children.

The purpose of this organization shall be:

- To provide professional growth opportunities for members.
- To advocate for quality in Kindergarten programs for children.
- To advocate to quality in the education of Kindergarten teachers.
- To give organizational direction and focus to collaborative efforts with other early childhood groups.

Inclusive of the foregoing purposes, this association is organized exclusively for charitable, educational, religious or scientific purposes with the meaning of Section 501 (3) of the Internal Revenue Code.

ARTICLE III Membership

Section 1

Anyone interested in kindergarten or early childhood education is eligible for active membership in this organization.

Section 2

The organization shall not afford pecuniary gain to any person by reason of membership.

Section 3

The appointed regional representatives serving on the executive board are required to be members of the North Dakota Kindergarten Association.

**ARTICLE IV
Meetings of the Organization**

Section 1

The business meetings shall take place in the summer or fall and at the annual Kindergarten Conference.

Section 2

There shall be at least one professional meeting each year.

Section 3

There shall be at least one meeting each year with the conference hosts. Two or more members of the executive board will attend an informative meeting with the conference hosts to discuss plans for the annual Kindergarten Conference.

**ARTICLE V
The Executive Board**

Section 1

The executive board consists of elected officers, regional representatives, and statewide appointees.

Section 2

The executive board will meet two times per year. The meetings shall take place in the summer or fall and at the annual Kindergarten Conference.

Section 3

All members may vote at meetings of the executive board.

Section 4

Special meetings may be called by the President.

Section 5

Members of the executive board shall be reimbursed for expenses incurred in performing their official duties.

Reimbursed expenses are defined as follows:

-mileage and meal for two executive board meetings and the conference host meeting.

ARTICLE VI Elected Officers

Section 1

Officers shall consist of a president, past-president, vice-president, a secretary-historian, and a treasurer.

Section 2

Officers and regional representatives must hold a North Dakota Teaching license with a Kindergarten endorsement.

Section 3

The officers shall be elected every two years at the Spring Kindergarten Conference.

Section 4

Term of office for all officers shall be two years.

The vice-president may move up to the office of president, if so chooses. In the event he / she does decline the office, a president will be appointed by the executive board.

The former president and the former treasurer shall serve in an advisory capacity one year following their terms of office.

All officers may be re-elected with no more than two consecutive terms in the same position.

Vacancies occurring during the term of office may be filled by the executive board.

Section 5

Duties of the President

To preside at all general or convention meetings.

To preside at all executive board meetings.

To prepare and carry out the agenda for all meetings.

To perform duties to carry out association business.

To set up any committees as needed.

To delegate tasks to other executive board members.

To act as advisor on executive board for one year following regular term of office.

Duties of the Vice-President

- To preside at any meetings the president is unable to attend.
- To assume duties of president in the event the president is unable to continue in that capacity.
- To perform duties assigned by the president and assist in carrying out association business.

Duties of the Secretary-Historian

- To keep notes of all general meetings and executive board meetings.
- To send out reports of such meetings to all board members.
- To keep the secretary's book up to date.
- To read the secretary's report at meetings.
- To retain current materials that may be of later historical interest.
- To advise executive board of past actions of the association.

Duties of the Treasurer

- To pay all bills.
- To keep treasurer books up to date.
- To help prepare budgets.
- To advise executive board on association financial matters.
- To act as advisor on executive board for one year following regular term of office.
- To arrange for an independent review of the ledger books of the NDKA treasurer.
The definition of the review is determined by the board.

Section 6

Elected Officers shall be reimbursed for expenses incurred in performing their official duties.

Reimbursed expenses are defined as follows:

- mileage and meal for two executive board meetings and the conference host meeting
- one night hotel expense at state rate of the hosting city for the annual Kindergarten Conference.

ARTICLE VII
Appointed Members: Regional Responsibilities

Section 1

There will be representatives from four regions of the state serving on the executive board. There shall be no more than two representatives from each region.

Section 2

The regional representatives will have the following duties:

- To promote and improve Kindergarten education in the state.
- To promote the involvement of Kindergarten teachers in the Kindergarten Association.
- To develop and maintain a roster of Kindergarten teachers in the region.
- To develop a communication system within the region.
- To seek out leadership within the region.
- To attend meetings as needed.
- To contribute regional information to the NDKA newsletter.
- To organize region wide workshops/in-service opportunities for regional members.

Section 3

Regional representatives will serve for a three year term.
Regional representatives may serve for no more than two consecutive terms.
Regional representatives will be replaced by the executive board.

Section 4 -

Reimbursement for regional representatives:

- One night hotel expense, at state rate of the hosting city, incurred for their attendance at the annual Kindergarten Conference.
- If the regional representative does not attend the Executive Board meeting on the eve of the annual conference, the regional representative is responsible for paying the hotel expense.

ARTICLE VIII Amendments

This constitution may be amended at any annual meeting of the organization by a two-thirds vote of the members present, provided such amendment is presented by the secretary in writing at the opening of the annual meeting or before, read to the members present, and voted upon under the heading of "New Business."

[amendments]

Article VI, Section 4 in regards to vice-president.

Article VI, Section 4 in regards to appointing a president.

[amendments] August 9, 2007

Article IV, Sections 1 & 3

Article V, Sections 2 & 5

Article VI, Sections 4, 5, 6

[amendments] September 26, 2014

Article VI, Section 5 in regards to ledger book review.

Article VI, Section 6 in regards to hotel reimbursement of executive board.

[amendments] March 23, 2015

Article VII, Section 4: New section in regards to hotel reimbursement of regional representatives. We want to encourage the regional representatives to arrive the evening before the conference to attend Executive Board Meeting.