Kentucky American Legion Press Association
Department of Kentucky
970 4th Street, Louisville, Kentucky 40204
www.kylegion.org/KY Press Association

Kentucky American Legion Press Association By-Laws

ARTICLE I ORGANIZATION

Section 1. The name of the organization shall be The Kentucky American Legion press Association (KALPA).

Section 2. The Kentucky American Legion Press Association shall represent itself as a subset of the National American Legion Press Association. KALPA goals and purposes mirror those of NALPA; however, NALPA shall not have any oversight or supervisory roles over KALPA functions.

Section 3. The Kentucky American Legion Press Association is a Department-wide organization. The Department organization is further divided into Eastern and Western Sections for purposes of administration for the KALPA Vice Presidents. There are no sub-organizations at local Post or District levels.

ARTICLE II PURPOSE

The purpose of the Kentucky American Legion Press Association shall be:

- To assist the Department Headquarters, District offices, and Post Families with their publications, Internet websites, and social media outreach;

- To encourage the exchange of established publications, electronic media, editorial content between all Kentucky American Legion Family organizations at all levels.

- To promote best practices of communication efforts and media publications throughout the Department; and

- To sponsor and promote an annual Media Awards Contest that highlights superior efforts in media communication and promotes communication excellence within The Department of Kentucky American Legion Family.

By-Law Amendment drafted April 2015 and approved by the KALPA Executive Board May 12, 2015. Amendment posted to KYLegion.org website May 13, 2015 for review by membership. Final By-Law Amendment approved by the KALPA membership on XXXXXXXXXXXXXXXX
ARTICLE III ELIGIBILITY and MEMBERSHIP

Section 1. Membership in the Kentucky American Legion Press Association is open to members in good standing (i.e., paid up for the current Legion year) of The American Legion, Legion Auxiliary, The Sons of The American Legion, or The American Legion Riders who routinely perform communication functions in support of their American Legion organizations either internally or externally, in written form, through the Internet, or in person. Common titles for these individuals include:

- Editor;
- Webmaster;
- Site Administrator;
- Re-occurring contributor to a publication; and
- Guest Editorial.

Section 2. Membership in the Kentucky American Legion Press Association shall be by application submitted to the Association Secretary/Treasurer along with the appropriate annual dues.

Section 3. Membership in the National American Legion Press Association (NALPA) is a prerequisite for membership in the Kentucky American Legion Press Association. The Secretary/Treasurer forwards a portion of the annual KALPA dues to NALPA to affect membership in both Associations through one dues payment.

ARTICLE IV MEETINGS

Section 1. The Kentucky American Legion Press Association (KALPA) shall meet to address administrative functions during the Fall, Winter, and Spring Department Conferences.

Section 2. The Annual KALPA Business Meeting shall be held at the Department Annual Convention each June. The annual election of KALPA officers will be held during this meeting in addition to any other KALPA administrative matters.

Section 3. A majority of elected KALPA Officers and Executive Committee members shall constitute a quorum for all official KALPA Meetings during Department Conferences and the annual Convention.

Section 4. Each KALPA member in good standing shall be entitled to one vote for any motion coming before the KALPA membership at the Department Conferences and annual Convention. Additionally, Past KALPA Presidents shall be entitled to one additional vote, providing they are present at the time of voting.
ARTICLE V KALPA OFFICERS and EXECUTIVE COMMITTEE

Section 1. Officers of the Kentucky American Legion Press Association shall be elected at the Annual KALPA Business Meeting that is held in conjunction with the annual Department Convention each June.

Section 2. Mandatory KALPA officers are:

- President
- Vice President representing the Eastern Section;
- Vice President representing the Western Section;
- Secretary/treasurer; and
- Chaplain.

Section 3. Discretionary KALPA Officers. The Membership may approve the following officer positions in addition to the mandatory officers in Section 2 when there is a need and available resources:

- Legal Officer;
- Historian; and
- Sergeant at Arms.

Section 4. The KALPA Executive Board shall be composed of all current mandatory KALPA officers and those Past KALPA Presidents attending the meeting.

Section 5. No KALPA officer shall be elected to more than two (2) consecutive terms of office, except for the Secretary/treasurer and Legal Officer.

Section 6. In the event that a KALPA officer position becomes vacant for any reason before the end of the stated term of the officer, the KALPA president shall appoint a KALPA member to fill the vacancy until the next regular election of KALPA Officers. A majority of the KALPA Executive Board shall ratify the President's selection of a replacement at the time of selection through email or telephone.

ARTICLE VI DUTIES OF OFFICERS

Section 1. President -- The President shall act as the administrative head of the Association and have general supervision of the affairs of the Association. He/she shall appoint committees to carry out the policies and purposes of the Association. He/she shall preside at all official KALPA meetings and make an annual report during the Annual KALPA Business Meeting each June. The President shall represent the Association at Department meetings and other KALPA functions.

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Section 2. **Vice Presidents** -- There will be two (2) KALPA Vice Presidents to represent the two KALPA areas within the State. These duties may be combined if there are not enough volunteers to fill the two positions. Vice Presidents shall assist the President in promoting and encouraging the programs and goals of the Association. Vice Presidents shall assume leadership of the Association in their areas of responsibility. KALPA membership and the promotion of the Media Awards Contest shall be primary goals of Vice Presidents. One of the Vice Presidents (upon mutual agreement) shall preside at official KALPA meetings in the absence of the KALPA president.

Section 3. **Secretary/Treasurer** -- The Secretary/Treasurer shall maintain the official records, membership rosters, and financial records of the Association. He/She shall manage all official KALPA communication and make routine reports to the membership. The Secretary/Treasurer shall keep all KALPA financial records, including the Association checking account, and provide detailed financial reports during official meetings. The Secretary/Treasurer shall pay approved KALPA bills and obligations, including the forwarding of member dues to NALPA. The Secretary/Treasurer shall promptly deposit all receipts and shall not make any disbursements unless approved by the membership or Executive Board.

Section 4. **Chaplain** -- The Chaplain shall offer prayer at the opening and closing of all official KALPA meetings, keep the membership advised of ill and deceased KALPA members, and perform other duties as directed by the President.

Section 5. **Sergeant at Arms** -- The Sergeant at Arms is responsible for order at all official KALPA meetings. He/she shall perform the advance and retirement of colors, if applicable, present guests at official meetings, and perform such other duties as may be assigned by the President.

Section 6. **Legal Officer** -- It shall be the duty of the Legal Officer to interpret all legal documents of KALPA and the American Legion, including National and Department Constitution and By-Laws, and the By-Laws of the Kentucky American Legion Press Association. He/She may be called upon to provide opinions and legal rulings pertaining to actions, policies, and motions and provide decisions when questions arise that affect the good of KALPA. The Legal Officer shall become familiar with Roberts Rules of Order, current addition.

Section 7. **Historian** -- The Historian shall compile historical records of the Association and pass these records on to future Historians so that the history, actions, and performance of KALPA remains available to future members.
ARTICLE VII  FINANCES

Section 1. Annual membership dues shall be set by the membership at the annual KALPA Business Meeting in June. These dues shall remain in effect at the amount approved until such time that the membership changes them at a future annual KALPA Business Meeting.

Section 2. KALPA membership dues shall include dues to the National American Legion Press Association (NALPA). NALPA dues shall be forwarded to NALPA Headquarters at the earliest possible date after receipt.

Section 3. All discretionary expenditures shall be approved first by a majority vote by the KALPA membership. All non-discretionary expenditures that have not already been approved by the membership shall be pre-approved by the KALPA Executive Board.

Section 4. The Executive Board may assess a registration fee for meetings for the purpose of defraying KALPA expenses.

ARTICLE VIII  MEDIA AWARDS

Section 1. KALPA shall hold an Annual Media Awards Contest to highlight communication achievements by Kentucky American Legion Family organizations. This Contest shall mirror the Annual Media Awards Contest presented by the National American Legion Press Association.

Section 2. Categories for the Media Award Contest shall include:
- Newsletters;
- Internet websites;
- Editorials;
- Social Media; and
- Visual Presentations.

Section 3. To award communication excellence efforts within the Department, KALPA shall present awards for first, second, and third place achievements in the aforementioned categories. These awards will usually be plaques that will be presented at the Annual Department Convention.

Section 4. Media Awards entries shall be from the period of May 1st through April 30th of each year.

Section 5. The KALPA Executive Committee shall determine an entry free for Award submissions to partially offset the costs associated with the Media Awards Contest.

Section 6. All person submitting entries for the KALPA Media Awards Contest shall be KALPA members in good standing.

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ARTICLE IX DISCIPLINE

Section 1. The Executive Board, by a majority vote, may suspend or cancel the membership of any members for cause.

Section 2. The Executive Board shall be the sole judge in any differences of opinion as to eligibility of an applicant for membership.

ARTICLE X AMENDMENTS

These By-Laws shall be amended only through motion, second, and vote of two-thirds of the membership at the annual KALPA Business Meeting occurring in June of each year. Potential By-Law Amendments shall be approved by the Executive Board before the June Business Meeting and shall be posted on the KALPA internet website at least 30 days before the June Business Meeting.

ARTICLE XI RULES OF ORDER

All proceedings of this Association shall be conducted under and pursuant to Robert’s Rules of Order, current edition, except as herein otherwise provided.

ARTICLE XII RATIFICATION

These By-Laws were voted on and approved at the Kentucky American Legion Press Association Annual Business Meeting on June 20, 2015. These By-Laws govern the affairs of the Kentucky American Legion Press Association until amended or rescinded.

Michael W. Moses, Sr.  Date
KALPA President 2014-2015

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Jane McKnight  Date
KALPA Secretary/Treasurer 2014-2015

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