

# **BYLAWS of the KROKA STUDENT ASSOCIATION**

**As Amended January 04, 2015**

## **I NAME**

The name of the Association shall be the Kroka Student Association (KSA).

## **II OBJECTIVE**

The intent of the KSA is to support the Alumni and the Organization (Kroka Expeditions), by building bridges between the Alumni and the Organization, new semester graduates and the world, and new alumni and older alumni. This will be carried out by an elected team of alumni leaders in conjunction with Kroka staff.

## **III MEMBERSHIP**

Membership is offered to those who have completed a Kroka Expeditions semester program. There is a \$20.00 membership fee required for full participation in the Association including voting at the annual meeting. Non-paying members may participate in alumni events, but may not vote at meetings or serve on the Leadership Committee. Member benefits include: a 10% discount on items purchased at the Kroka Store, discretionary discounts on Alumni trips and Alumni events, and an option to receive a paper copy of the Alumni newsletter in the mail. Paying members have a full vote at meetings and may serve on the KSA Leadership Committee.

## **IV HONORARY MEMBERSHIP**

Current and past program and administrative staff of Kroka Expeditions, and alumni of summer programs who are 18 years of age or older may be offered honorary membership. Honorary members may participate in all aspects of the KSA to the same degree as semester alumni.

## **V OFFICERS**

The KSA will be facilitated by a core group of five people who will serve as its active government. These people will constitute the Leadership Committee. All positions will be active for one year and will be elected by voluntary nomination at the annual meeting. Those serving in leadership positions are expected to serve for the full term of one year. After one year he or she may follow the original election process for re-election for an additional term.

Should there be an event where two or more people ask to hold the same position, there will be an open dialogue among all Association members, followed (if necessary) by a vote. In the event of a vote, a simple majority will win.

Voting shall be allowed to paying members only. Non- member alumni may speak at meetings, but may not vote.

The Leadership Committee will meet quarterly (four times per year) to discuss matters of the KSA, either in person or by phone. Minutes from these meetings will be taken and made accessible to all alumni, the Kroka Expeditions staff, and the Kroka board of trustees. The leadership team will also meet yearly with Kroka Expeditions staff including, but not limited to: the executive director, the outreach coordinator, the director of semester school, and the board of trustees.

## **VI DUTIES AND RESPONSIBILITIES OF OFFICERS**

**President:** The president shall serve as the facilitator and chair of the Leadership Committee and will call to order all leadership meetings. The president will handle KSA-related issues or delegate them to an appropriate member of the leadership committee. The president will oversee the formation of Ad-hoc Committees and will communicate with the committee chairs.

**Vice President/Secretary (VPS):** The VPS shall serve as acting president should the president resign before completion of a term, or in any other circumstance where the president is deemed unfit to make a decision on behalf of the Association. The VPS will be present at all leadership meetings. The VPS is responsible for taking minutes and making them accessible to Kroka and the entire Association. The VPS will be responsible for overseeing the alumni page on the Kroka Expeditions website in cooperation with the Kroka Alumni Coordinator.

**Treasurer:** The treasurer shall be responsible for all fiscal duties regarding the KSA. They will work jointly with Kroka staff to handle payments/costs associated with trips and events. They are responsible for collecting member dues and managing the Association's fiscal resources. The treasurer will document all transactions, and make the financial state of the KSA transparent to the Leadership Committee, the KSA and the Kroka staff. The treasurer is also in charge of association membership and will keep record of the date that members join to ensure a distinction between those who have and have not paid dues.

**Liaison to Kroka:** The Alumni Liaison to Kroka shall be responsible for maintaining communication between the Leadership Committee and the Organization. Should the board request it, the Liaison may serve on Kroka's Board of Trustees on the KSA's behalf. The Liaison will participate in strategic planning for both organizations, the KSA and Kroka Expeditions, by joining the expertise of the two. The Liaison will be Kroka's point person for matters related to the KSA. The Liaison, along with the President, will maintain regular communication with Kroka Expeditions staff.

**Liaison to the Alumni:** The Liaison to the Alumni shall serve as a bridge between the KSA leadership committee and the Alumni. They are responsible for maintaining the alumni contact database, managing a Google Group of all alumni, and keeping track of the history of the Association. They shall serve as a point person for alumni who wish to contact the leadership committee. They will help coordinate the formation of Ad-hoc committees along with the President. The Liaison to the Alumni will work with the Kroka Alumni Coordinator to develop a way to track the alumni.

## **VII AD-HOC COMMITTEES**

As needed, Ad-hoc committees may be formed to tackle specific tasks of the Association including the organization of events and trips and maintenance of the alumni forum. Ad-hoc committees shall have an appointed chair who reports to the President, and may be in contact with other members of the leadership committee for more specific matters. Committees are open-invitation to all alumni, and may have any number of people. Examples of Ad-hoc committees include the Skillshare Committee and the Forum Committee.

## **VIII ANNUAL MEETING**

The annual meeting shall be held in January of each year. It shall be held at Kroka Expeditions and will be open to all semester alumni, current and past Kroka staff, and summer alumni over 18 years of age. The annual meeting shall be chaired by the active President of the Association.

## **IX BYLAW CHANGES**

Changes to the bylaws may be proposed to the Leadership Committee at any point. The Leadership Committee will review all proposals prior to the annual meeting. Proposed changes will then be brought before the Association for a vote at the annual meeting.

## **X FINANCES**

Kroka will hold KSA funds in a separate account from their own finances. Association

membership fees, skillshare earnings and other moneys will be kept there and managed by the Treasurer, in correspondence with Kroka's business office.

## **XI KSA EVENTS AT KROKA**

The KSA shall hold two events annually at Kroka: the annual gathering at the beginning of each new year, and the skillshare held at the beginning of the summer.

KSA shall organize, plan, and advertise these events, as well as provide an Event Coordinator who will show up early and stay late to make sure everything is left in ideal condition. The Point Person will take responsibility for borrowed gear, event timing, and organizing the work party. Alumni in attendance shall partake in a 2.5 hour service project at each event.

Kroka will prepare an agreement for alumni events, to be signed by all participants, and will create a program registration through the Kroka website to allow alumni to register for the event if necessary. Kroka will donate facilities and staff costs for the Annual Gathering, prepare the facilities and the service project, and provide orientation to the Point Person. Kroka will provide the KSA with at least one staff member who will be present throughout the event and serve as an authority should the Point Person have any questions.

The KSA reserves the right to plan events for its own benefit at other locations outside Kroka base camp. Any event with the name Kroka included that is advertised to the Association must be coordinated with the Kroka Alumni Coordinator to ensure proper liability coverage.

## **XII KROKA EVENTS**

The KSA will help advertise Kroka events including Semester Starts, Graduations, and Kroka work parties. Two KSA members who are Semester Program graduates shall have the opportunity to present at each Graduation to welcome new alumni to the Association.

## **XIII ALUMNI EXPEDITIONS**

The KSA intends to organize two trips per year. Kroka may offer support by providing advice, maps, advertisement and gear. Any borrowed gear will require a security deposit from the KSA. The trip organizer (chair of a trip committee) shall be in frequent contact with Kroka to settle matters of insurance and risk management. Any event with the name Kroka included that is advertised to the Association shall be coordinated with the Kroka Alumni Coordinator to ensure liability coverage.

#### **XIV OUTREACH**

The KSA and Kroka shall work together to provide outreach to alumni. The KSA will work with the Kroka Outreach Coordinator to organize volunteers for the Kroka booth at the Common Ground Fair and other events. Alumni will be available for prospective student question and answer and may show slideshows and participate in other forms of outreach. The Alumni Association will encourage all alumni to participate in the annual fundraising appeal.