**KANSAS COUNTY ADMINISTRATORS ASSOCIATION**

**BY-LAWS**

**ARTICLE I – Identification**

Section I: Name.

The name of the organization shall be Kansas County Administrators Association (KCAA).

Section II: Associate Status.

Kansas County Administrators Association, hereafter referred to as the Association, shall be associated with the Kansas Association of Counties (KAC).

**ARTICLE II - Purpose and Scope**

The purpose and scope of the Association is to create opportunity for the exchange of ideas on issues challenging County Administrators, Managers and Coordinators within the different Kansas Counties; to encourage participation in group discussion leading to better methods, better relationships, and improved county leadership; and to advance the profession and the personal development of those responsible for, or who assist in, county administration. To achieve these purposes, membership in the Association shall not be used to secure special privilege, gain, or benefit or as Association endorsement for personal or professional endeavors, and there shall be no discrimination in membership because of race, religion, sex, national origin, disability, age, sexual orientation, gender identity or other protected categories.

**ARTICLE III – Membership**

Section I: Regular Members.

Membership shall be confined to individuals employed as a County Administrator/Manager/Coordinator within the state of Kansas and to Assistants or Deputies to such persons.

Section II: Application for Membership.

Application for membership shall be made on a form provided by the

Association.

Section III: KCAA Membership Approval.

Association membership will be approved upon receipt of KCAA application, payment and verification of employment.

Section IV: Termination of KCAA Membership.

Membership in the Association may be terminated for good cause by a majority vote of the Board of Directors. Membership shall be terminated by personal resignation or automatically for non-payment of annual dues.

Section V: Annual Dues.

Annual dues shall become payable on January l51 of each year. The amount of dues shall be determined each year by the Board of Directors prior to their due date. The membership shall be notified thereof. Dues may be prorated on a quarterly basis.

**ARTICLE IV – Meetings**

Section I: Regular meetings.

Regular meetings shall be held at least once a year at such times and places as the Board of Directors may designate. Meetings during KAC Conference will be held during the conference.

Section II: Notice of Meetings.

A notice of all meetings shall be sent to all members prior to meetings.

Section III: Quorum.

A majority of the members present at a meeting shall constitute a quorum.

**ARTICLE V - Election and Balloting**

Section I: Elections.

1. Votes Required. Each Officer and Director, except President shall be elected on the basis of plurality of votes cast for that office at the annual KAC conference.
2. Tie Votes. In the event a tie occurs during an election through two or more candidates for the same office receiving the same number of votes, successive balloting shall be conducted until one candidate receives a plurality.

Section II: Referendum and Other Balloting.

The Board of Directors may submit any matter of the Association business to the voting membership for resolution by whatever method the Board deems appropriate.

**ARTICLE VI - Board of Directors**

Section I: Number.

The following shall be members of the Board of Directors: The President, the President Elect, and the Secretary /Treasurer. The number of additional members of the Board may be changed from time to time by Board resolution.

Section II: Qualifications.

All candidates for the Board of Directors must be qualified regular Members of the Association in good standing at the time of nomination or appointment. Board members may not be elected to serve more than two (2) consecutive terms.

Section III: Election.

Term of office. All elected Directors shall be chosen as provided in these by-laws. Each elected Director shall assume office in January of the following year of his/her election and shall hold office for two (2) years or until his/her death, resignation, or removal, except as stated for officers in Article VII, Section III.

Section IV: Attendance Requirements.

Each board member will be required to attend the Board of Directors meeting, however, should a member miss two consecutive meetings, a discussion will be held on the reasons for absence and then a ballot will be held by the Board to determine continued membership.

Section V: Vacancies.

Any vacancy in the Board shall be filled for the unexpired term by vote of a majority of the Board in attendance at any regularly constituted meeting.

Section VI: Quorum.

A two-thirds majority of the total Board membership in attendance at the meeting shall constitute a quorum for the transaction of business. The act of a majority of the Directors present at any meeting at which there is a quorum shall be the act of the Board.

**ARTICLE VII – Officers**

Section I: Number.

The officers of the Association, who shall be elected except as otherwise specified herein, shall be the President, President Elect, and Secretary/Treasurer. Officers shall rank in the order named.

Section II: Qualifications.

All candidates for office must be qualified Regular Members of the Association in good standing at the time of nomination or appointment.

Section II: Election.

Term of Office. All elected Officers shall be chosen as provided in these by-laws. Each elected officer shall assume office in January of the following year of his/her election and shall hold such office for two (2) years or until his/her death, resignation or removal. No person elected as President shall be eligible for re­election to said office for the next term.

**ARTICLE VIII - Duties and Responsibilities**

Section I: The President.

The President shall preside at the meetings of the Association and the Board. He/she shall have general charge and supervision of the affairs and business of the Association.

Section II: The President Elect.

The President Elect shall be responsible for KAC relations, including service on the Legislative Policy Committee of KAC. At the request of the President or the absence or disability of the President, the President Elect may perform any of the duties of the President. He/she shall have such other powers and perform such other duties as the Board or the President may determine.

Section III: The Secretary/Treasurer.

The Secretary/Treasurer shall be responsible for the financial affairs of the Association. This responsibility shall include financial reports to the Board and, if required by the Board, make arrangements for the annual examination, and audit of the account. He/she shall also perform such other duties as the President may determine. He/she shall also be responsible for the preparation of a record of the proceedings of all meetings of the Board, annual membership rosters, and records of any other business meeting of the Association. He/she shall also perform other duties as the President may determine.

**ARTICLE IX - Parliamentary Procedure**

All parliamentary procedure shall be governed by Robert's Rules of Order unless otherwise specified in these by-laws.

**ARTICLE XI- Amendments of By-Laws**

The by-laws may be amended by a majority of those members present providing that a quorum has been established by the President at any meeting of the Association, provided that notice of the proposed amendment is distributed to all members prior to such meeting.