

KANSAS ASSOCIATION OF PUBLIC INFORMATION OFFICERS

Bylaws

I. Name

The name of this organization is the Kansas Association of Public Information Officers, hereafter referred to as “KAPIO”.

II. Mission

The mission of KAPIO is to encourage, advance, and promote communication and sharing of resources among communication professionals throughout governments and public institutions in Kansas.

III. Purpose

Among the goals of this organization are to:

- A. Promote professionalism in the field of public information and among KAPIO members.
- B. Create a network of communication professionals to assist with professional development and crisis management.
- C. Conduct and/or sponsor activities that improve communications between public sector organizations and their audiences.
- D. Serve as an information resource for government management and communication professionals.
- E. Serve as a vehicle for professional growth.
- F. Raise the consciousness of management and the public regarding the necessity of public information operations and the ethical standards under which such operations should be conducted.

IV. Membership

A. Qualification

Members generally will be individuals who represent a public jurisdiction to the media and other audiences as working communicators, public relations or community affairs specialists, public information officers, special projects coordinators, and/or public administrators, including appointed and/or elected officials.

B. Types of Membership

1. *General Member*: Any communication professional working for a governmental agency in the state of Kansas.
2. *Associate Member*: Any individual employed by a quasi-governmental agency or associated with nongovernmental organizations and private entities that conduct communication business regularly with governmental agencies in Kansas. These individuals shall enjoy all privileges of KAPIO, except voting or serving on the Board of Directors.
3. *Student Member*: Any student or intern from a Kansas community college or university who is interested in government communication as a possible profession.
4. *Special Member*: Any communication professional formerly employed by a governmental or quasi-governmental agency.

V. Rights of Membership

All General Members are voting members and eligible to serve on the Board of Directors. All members, regardless of type, are eligible to receive and participate in official KAPIO communications and General Meetings.

VI. Selection of Membership

Members are admitted upon satisfactory application to KAPIO and payment of annual dues.

VII. Membership Dues

Dues are established by a simple majority vote of the Board of Directors and are payable annually.

VIII. Board of Directors

KAPIO activities and affairs are under the direction of the KAPIO Board of Directors, members of which are selected annually to serve in this capacity.

A. Board Composition

The Board of Directors consists of the **President, Vice President, Secretary** and **Treasurer**. Upon conclusion of his or her term, the President shall become the **Past President** and serve in that capacity as an *ex officio* member of the Board of Directors until his or her replacement as President concludes his or her term. Committee chairs may be appointed by the President, shall be approved by the Board of Directors and may participate in general Board business. The Board shall be assisted by an

Executive Secretary, pursuant to the current administrative services agreement with the League of Kansas Municipalities. The Executive Secretary is not a voting member of the Board of Directors, however.

B. Terms

1. Officers shall serve a two-year (2) term, commencing June 1, following their election during or after the annual Conference.
2. The President and Vice President shall be elected in odd-numbered years. The Secretary and Treasurer shall be elected in even-numbered years.
3. Officers may serve no more than two (2) consecutive terms in the same position. Time in a Board of Directors position spent as a replacement for an officer who vacated the position shall not count toward this term limit.

C. Vacancies

A vacancy shall be filled by a majority vote of active KAPIO General Members in attendance at the next regular meeting. The individual so elected shall serve for the remainder of the unexpired term. No name shall be placed in nomination without the consent of the nominee. The President (or Vice President, if the Presidency is vacant) may appoint a temporary replacement until such vacancy is filled, according to these provisions.

D. Duties and Responsibilities

1. *President*: The President presides over all meetings and functions of KAPIO. The President:
 - a. Is an *ex officio* member of all committees.
 - b. Is the official spokesperson for KAPIO.
 - c. Is responsible for implementing KAPIO policies and programs.
 - d. Shall be authorized to sign for expenditures of KAPIO funds, along with the Treasurer and one other elected officer as designated by the President and approved by the Board of Directors.
 - e. Shall serve as Conference Coordinator, unless he or she appoints another person to fill this role. The Conference Coordinator shall serve as chair of the Conference Committee.
2. *Past President*: The Past President serves as a mentor to the President and may be responsible for member recruitment, KAPIO marketing and any other duties as needed, and shall serve as Membership Coordinator, unless the President appoints another person to fill this role. The Membership Coordinator shall serve as chair of the Membership Committee.
3. *Vice President*: In the President's absence, the Vice President shall serve as President of KAPIO. The Vice President:

- a. Is responsible for coordination of educational and peer recognition programs.
 - b. Shall coordinate membership programs and organization marketing.
 - c. Shall serve as Social Media Coordinator, unless the President appoints another person to fill this role. The Social Media Coordinator shall serve as chair of the Social Media Committee.
4. *Secretary*: The Secretary is responsible for oversight of all published KAPIO materials (excluding social media, which are under the direction of the Vice President and/or Social Media Coordinator). The Secretary also shall record the minutes of all Board of Directors meetings and General Meetings.
 5. *Treasurer*: The Treasurer serves as KAPIO's chief financial officer and is responsible for oversight of KAPIO's financial affairs, including collection of dues and other accounts receivable. The Treasurer:
 - a. Must countersign with either the President or another designated officer on all expenditures.
 - b. Shall keep and maintain all financial records for KAPIO.
 - c. Shall report on KAPIO's financial condition at each General Meeting and upon request of the Board of Directors.
 - d. Shall issue an annual report during the business meeting portion of the Conference, which shall be published and made available for member review.
 - e. Shall ensure that financial records are available for any audit activity as directed by the Board of Directors.
 - f. Shall correspond regularly with the League of Kansas Municipalities on all financial matters.

IX. Powers and Authority

The Board of Directors controls all business and activities of KAPIO and shall set its policy. In case of a Board vacancy, the President may nominate and the General Members may approve successors as necessary to serve for the remainder of a term.

X. Elections

The Board is elected annually by a vote of the General Members during the business meeting portion of the annual Conference. Terms shall take effect starting June 1 and expire on May 31 two (2) years afterward.

XI. Meetings and Quorum

- A. *Meetings*: General Meetings shall be held at least once a year. Board of Directors meetings may be held more frequently. Any KAPIO meeting may be conducted virtually via electronic means, as needed.
- B. *Quorum*: A quorum for the conduct of Board of Directors meetings shall consist of a simple majority, or three (3), members of the Board.

XII. Amendments

These Bylaws may be amended with approval by a simple majority vote (51%) of ballots received from General Members, containing the proposed amendment(s). This vote may be conducted virtually via electronic means and does not have to occur during a General Meeting.

XIII. Parliamentary Authority

Roberts's Rules of Order, newly revised, shall serve as the parliamentary authority for all matters of procedure not specifically covered by these Bylaws.