

ARTICLE I

SECTION 1. NAME The name of the organization shall be the Kansas Association of City/County Management.

SECTION 2. PRINCIPAL OFFICE The principal office of the Kansas Association of City/County Management shall be the office of the president of the association.

ARTICLE II

SECTION 1. PURPOSE The purpose of this association is to promote and improve the proficiency of its members and public administration in Kansas.

The association will obtain its objectives by study, research, mutual counsel, and by the adoption of goals and techniques for the betterment of our profession.

ARTICLE III

SECTION 1. BOARD OF DIRECTORS The association shall be governed by a board of directors and officers. The board of directors shall consist of nine (9) members: two (2) elected from each of three population categories and three (3) positions from an open population category to better represent women, minorities, county managers and assistants. Each population category shall consist of an equal, or as nearly equal as possible, number of members. The board shall certify the number of members in each category at the board's fall meeting each year.

The board of directors shall elect the president, vice president, secretary and treasurer. Officers may continue to serve in the officer progression even if they assume a new position in a different city or county.

Officers shall vote on all matters before the board but shall not occupy one of the nine (9) board positions.

For purposes of selecting officers and members of the board of directors the population categories for cities and counties shall be as follows: small—0 to 4,000; medium—4,000 to 20,000; large—over 20,000. Each population category shall consist of an equal, or as nearly equal as possible, number of members. The board shall certify the number of members in each category at the Fall Board meeting each year.

SECTION 2. TERMS OF OFFICE Members of the board shall be elected for a two (2) year term of office.

The most recent past president shall be an ex-officio member of the board without voting privileges.

SECTION 3. QUALIFICATIONS The board of directors shall have at least two (2) years experience in Kansas municipalities, and be a full member in good standing with the Kansas Association of City/County Management. Their term in office shall be two (2) years or until their successors are elected and have qualified, or upon retirement of the incumbent from active service as a chief administrative officer in the state of Kansas, the resulting vacancy is to be filled by a majority vote of the board of directors.

The president and vice president shall not be eligible to succeed themselves in office. All terms of office shall begin on January 1, following their election.

ARTICLE IV

SECTION 1. STANDING COMMITTEES

The president shall appoint, with the approval of the board of directors, such standing committees as are desirable and necessary to carry out the business of the association.

ARTICLE V

SECTION 1. NOMINATION AND

ELECTIONS At the fall conference, the association shall elect by ballot the board of directors of the association. Candidates receiving the largest number of votes shall be declared elected. The president shall appoint a nominating committee comprised of three (3) current members of the board of directors, one from each population category, including the open classification, who shall nominate a full slate of board of directors. There may also be open nominations from the floor.

ARTICLE VI

SECTION 1. MEMBERSHIP The members of this association shall be full, associate, cooperating and honorary.

SECTION 2. MUNICIPAL MANAGEMENT POSITIONS:

FULL MEMBERS Full members shall have the privilege of voting and holding office. Any person meeting the following qualifications shall be eligible for full membership.

A. CITY MANAGER

1. Must be a person employed by a municipality having a statutory manager form of government, except as provided in subsection 7 below.

2. Must be appointed by the city governing body and must be responsible to it for the proper administration of all affairs of the city.

3. Appoints, and when necessary, suspends or removes department heads and other key city personnel and directs and supervises their work.

4. Develops and prepares the annual city operating budget and submits it to the city governing body for adoption, and is responsible for its administration after adoption.

5. Recommends to the governing body policy alternatives he or she deems necessary or expedient for the health, safety or welfare of the community, or for the improvement of administrative services.

6. Implements policies and programs adopted by the governing body.

7. An officer with the official title of city manager, not created by a referendum of the voters under one of the statutory manager plans of government, shall be eligible for membership as a city manager if the executive, superintending and appointive authority of the mayor has been removed by charter ordinance.

B. CITY ADMINISTRATOR

1. Must be an officer position, created by ordinance.

2. Must be appointed by the governing body, or by the mayor with governing body approval.

3. Must be recognized by the governing body as the chief administrative officer of the

city and should have policy formation responsibilities.

4. Must have major responsibility for preparation of the budget.

5. Must have either supervisory or coordinating authority over all or most all department heads and functions.

6. Must have authority to appoint department heads and other key personnel or authority to exercise significant influence in the appointment, suspension or dismissal of key administrative personnel.

C. COUNTY ADMINISTRATOR

1. Must be an officer position, created by resolution.

2. Must be appointed by the Board of County Commissioners.

3. Must be recognized by the Board of County Commissioners as the chief administrative officer of the county and should have policy formation responsibilities.

4. Must have major responsibility for preparation of the budget.

5. Must have either supervisory or coordinating authority over all or most all department heads and functions.

6. Must have authority to appoint department heads and other key personnel or authority to exercise significant influence in the appointment, suspension or dismissal of key administrative personnel.

7. The position must be recognized by the International City Management Association.

D. OTHER CHIEF ADMINISTRATIVE OFFICERS

An individual with the official title of director of administration, city superintendent, or other chief administrative title, shall be eligible for full membership if the position meets all the criteria listed above for city or county administrator.

E. DEPUTY OR ASSISTANT CITY MANAGERS AND DEPUTY OR ASSISTANT COUNTY ADMINISTRATORS

Any person who is serving as a deputy city manager or assistant city manager under the direction of a city manager or appointed administrator, and a deputy county administrator or assistant county administrator under the direction of a county administrator and has attained one or more years responsible municipal or county administrative experience. Application made by any person identified in this subsection must be approved and signed by the administrative head of the city or county where the person is employed and who is a member in good standing.

F. OTHER GENERAL CITY OR COUNTY MANAGEMENT POSITIONS

All other general city or county management persons, not meeting all the qualifications set forth in subsections A, B, C, D or E above, shall be eligible for cooperating membership.

SECTION 3. GENERAL MANAGEMENT POSITIONS: ASSOCIATE MEMBERS

Associate members shall have the privilege of voting but shall not be eligible to hold office. Any person meeting the following qualifications shall be eligible for associate membership.

A. ASSISTANTS TO FULL MEMBERS

Any person who is serving in a non-clerical position under the direction of a city manager or appointed administrator, and who has attained one or more years of responsible municipal administrative experience. Application made by a person identified in this subsection must be approved and signed by the chief administrative officer of the municipality where the person is employed and who is a member in good standing.

B. OTHER GENERAL MANAGEMENT POSITIONS

Any individual employed by a city (or other governmental entity) with the official title of director of administration, city superintendent, or other chief administrative title, not meeting all of the qualifications set forth in subsections A, B, C, D, E or F in Section 2 shall be eligible for associate membership if they meet the following guidelines:

1. Must be appointed by an elected official and/or officials and shall be responsible to an elected official and/or officials.
2. Should have direct responsibility for policy formulation for consideration by elected officials.
3. Should have major responsibility for preparation and administration of the budget.
4. Should have continuing direct relationships with department heads on the implementation and administration of programs.

5. Should exercise significant influence in the appointment, suspension or dismissal of key administrative personnel.

SECTION 4. COOPERATING MEMBERS

A cooperating member shall neither hold office nor vote and shall meet one of the following qualifications (see also sections 2F and 3B):

A. Any person who has attained a position in a field of specialization qualifying him or her to contribute to the advancement of professional knowledge and practice in cooperation with the membership of the association.

B. Any person who is registered as a student in a college or university public administration program with an emphasis in urban management.

C. Any person who shall have been a member of the association in good standing, and who shall have resigned or been removed from his or her position with a city or county and is employed in a position which would not qualify for any other membership classification in the association, may retain membership as a cooperating member of the association for a period of one or more years. The continuation of such membership shall be contingent on the payment of annual dues as specified in Article VII. The admission of such a person is subject to review and approval of the board of directors at a regularly convened board of directors meeting and upon submission of proper information as requested by the association to include the following:

1. Reasons for termination of employment as manager or administrator.
2. Contemplated or present employment along with a statement as to

whether such employment would involve sales contracts with members of the association for goods or services.

3. If it shall be demonstrated to the satisfaction of the board of directors that the cause of such person's resignation or removal was incompetency or malfeasance, then affiliation with the association shall be terminated by the board at the time of his or her removal as city/county manager or administrator.

SECTION 5. LIFETIME AND HONORARY MEMBERS Lifetime members shall be chosen because of distinguished service in the field of city or county management during his or her management career. To be eligible for lifetime membership in the association, the person must have been a full or associate member of the association and is currently retired from the profession or no longer employed in the profession. Lifetime members shall pay no dues, hold no office or vote.

Honorary members shall be chosen because of distinguished contributions to the association and to the field of city or county management in Kansas. No person who is eligible for full, associate or lifetime membership in the association shall be selected as an honorary member. Honorary members shall pay no dues, hold no office or vote.

Nominations for lifetime or honorary membership must be submitted to the board of directors in writing and attested by at least five active members. Lifetime or honorary members shall be elected only upon a unanimous recommendation of the board of directors and a majority vote of the members present at the conference. There shall not be more than ten (10) lifetime or honorary members at any one time. An

election of a lifetime or honorary member shall be cancelled if an acceptance is not received within six (6) months after the candidate has received the notice of his or her election.

SECTION 6. APPROVAL OF APPLICATION

Application for membership in the association shall be made to the executive secretary. The board of directors shall act on all applications for membership in accordance with the criteria listed in Article VI, and in determining the qualifications and appropriate membership category and under which an applicant shall be admitted, shall examine the statues, ordinances and charter ordinance or resolutions of the applicant's city or other governmental entity.

ARTICLE VII

SECTION 1. DUES

Dues for full, associate and cooperating members shall be set for the upcoming year by the full Board of Directors at the annual Fall Conference. Lifetime and honorary members shall be exempt from dues.

SECTION 2. MEMBERSHIP

Membership in the Kansas Association of City/County Management shall reside with the individual, regardless of who pays the membership dues of the individual.

ARTICLE VIII

SECTION 1. CODE OF ETHICS: SUSPENSION AND EXPULSION OF MEMBERS

All members shall, as a condition of membership, agree to be voluntarily governed by a professional code of ethics

approved by the membership. ** The board of directors shall establish procedures for the handling of complaints against members and for the investigation and elimination thereof. A violation of such code will be considered reason for appropriate disciplinary action as herein provided.

SECTION 2. COMMITTEE ON PROFESSIONAL STANDARDS

The board of directors shall constitute a standing committee of professional standards and shall adopt rules of procedure for the committee's operation.

SECTION 3. DISCIPLINARY ACTION

The board of directors may censure, suspend or expel a member for any violation of the code of ethics of the association and shall notify the member promptly of its action. The member may, if so desired, present a written and/or oral defense to be considered by the board of directors which may rescind, modify or conform its earlier decision. If the board of directors' action is for public censure, suspension or expulsion, notice shall be given to all members of KACM, the legislative body and/or supervisor for whom the member works or worked at the time, the executive director and appropriate regional vice president of ICMA and appropriate public news media.

SECTION 4. JURISDICTION

The code of ethics and procedures relating thereto are applicable to members who voluntarily agree to accept the KACM code.

ARTICLE X

SECTION 1. AMENDMENTS

This constitution may be amended or repealed by two-thirds vote of the full and associate members of the association present at any conference or five active members of this association may by petition to the

secretary and treasurer initiate a desired change which shall become effective upon the ratification by two-thirds of the full and associate members of the association voting thereon by a letter ballot. Such letter ballot to be canvassed by five members of the board of directors on the 30th day after the same is mailed by the secretary and treasurer.

BYLAWS

ARTICLE I

The duties of the board of directors of this association shall be such as by general usage are indicated by the title of the office.

The board of directors shall have the authority to contract with the League of Kansas Municipalities for those services deemed necessary.

The board of directors shall prepare and present for the approval by the membership an annual budget for the following fiscal year. The budget shall be presented for consideration and approval at the annual fall meeting.

The board of directors shall meet quarterly or may call a special meeting of the association when by a majority vote of the board of directors it is felt to be in the best interest of the association. Written notification of a special meeting must be sent to each member of the association at least ten (10) days prior to the date established by the board of directors for the meeting.

The board of directors shall be responsible for the preparation of agendas for all meetings of the association.

Application for membership in the association shall be made to the board of

directors. Proper forms for application shall be prepared and made available to applicants by the board of directors.

ARTICLE II

The secretary and treasurer shall keep all minutes, reports and correspondence pertinent to association business in a permanent manner and shall distribute all information relevant to the group as an association. The secretary and treasurer shall transact the necessary financial business of the association, keeping a complete record of all transactions which shall be submitted for auditing at the annual fall conference of the association.

The secretary and treasurer shall be responsible for the collection and accounting of dues from all members. He or she shall read the minutes of all meetings of the association and of meetings of the board of directors at the spring and fall conferences or other meetings if requested by the membership. Minutes of all meetings shall be mailed to all members by the secretary and treasurer.

A permanent file of all records of the association shall be placed in the office of the League of Kansas Municipalities and shall be kept current at all times by the secretary and treasurer.

ARTICLE III

At the meetings of the association, established by the board of directors, the order of business shall be as follows: (1) reading of the minutes of the previous meeting; (2) reading of the financial statement; (3) report of the committees; (4) unfinished business; (5) election of officers;

(6) new business; (7) adjournment. This order of business may be altered or suspended by a majority of members eligible to vote.

ARTICLE IV

Voting by proxy shall not be allowed.

The KACCM name change was adopted at the May 7, 1992 KACM business meeting.

**The ICMA Code of Ethics and Guidelines for professional conduct were adopted as KACM's code and guidelines at the May 6, 1977 KACM business meeting.

Last amended at the KACM Annual Fall Conference in Wichita, on December 5, 2008.