

Approved Bylaws for Kentucky ABC Administrators Association

November 5, 2015

ARTICLE I:

NAME

The name of this association shall be the Kentucky ABC Administrators Association

ARTICLE II:

PURPOSE

The purpose and objectives of this association shall be:

Training and publications, for our members on the practical application of ABC statutes and regulations.

Statewide certification through training and education of all ABC administrators.

The ability to speak as one voice in Frankfort in areas of local concern as to the application of the ABC laws to our cities and counties and to seek changes in the laws where needed.

Membership is open to all state ABC administrators, both city and county.

The association will organize summits involving the state ABC in areas of greatest current concern.

An email listserv will be created so that administrators may reach out to fellow administrators throughout the state as to issues and concerns.

A website to assist in the sharing of information, forms, and ordinances.

ARTICLE III:

MEMBERSHIP

The Kentucky ABC Administrators Association shall have four membership classifications. Voting privileges are only granted to active memberships.

- 1) Active Membership
- 2) Associate Membership
- 3) Honorary Membership
- 4) Affiliate Membership

Each city or county jurisdiction shall be limited to a single voting active membership, with all other types of membership available to other city and county ABC officials/employees.

Active membership: Any appointed ABC administrator or duly-appointed deputy administrator, assistant administrator, or individual performing duties commensurate to the duties of the ABC administrator in any city or county in the Commonwealth of Kentucky as stated in KRS 241.110 and KRS 241.160 **shall be eligible for membership as the voting active member upon the payment of annual dues.** Other individuals performing ABC-duties may have non-voting active memberships.

Associate membership: Any former active member who, because of retirement or other reason, wished to continue affiliation with the association may apply to the governing board for an associate membership. This associate member shall not have the privilege of voting on fiscal matters, nor of voting for the election of officers, but may serve, as appointed, on any associate committee. An associate member who returns to employment within the jurisdiction in an ABC role shall return to active membership and will be required to pay dues accordingly.

Honorary membership: Persons designated by the governing board may be elected to honorary membership. Candidates for honorary membership may also be nominated from the floor at the annual meeting of the association and be considered by the board.

Affiliate membership: Any business representative (such as an attorney, corporate representative, etc.) who seeks to assist in the accomplishments of the objectives of the association may, upon payment of annual dues, be an affiliate member without voting or other active member privileges.

ARTICLE IV:

MEMBERSHIP DUES

The annual membership dues of the association shall be payable during January of each year. Any member shall be suspended from the association by the governing board for delinquency in payment of annual dues after June 30th of each year. Suspension shall be revoked once the outstanding dues are paid.

The annual membership dues for active membership shall be \$40.00. The annual membership dues for associate membership shall be \$10.00. The annual membership dues for affiliate membership shall be \$100.00. There shall be no membership dues for honorary members. Any new members joining throughout the year will be required to pay full membership dues.

When an active member is no longer associated with the office which qualifies them for membership, the active membership shall be transferred to the member's successor. The inactive member may continue as retired or associated member with a waiver of dues for the remainder of the year.

ARTICLE V:

OFFICERS/GOVERNING BOARD

The officers of the executive board of this association shall be a president, a vice-president, a secretary, a treasurer, and the immediate past president, who shall serve a two year term and are elected in even number years.

All officers shall be active members of the association for at least two consecutive years prior to election, after the initial election of officers after the adoption of the bylaws. The president must have served one previous term as an officer, after the initial election after the adoption of the bylaws. All officers shall serve without pay. The immediate past president shall be an ex-officio member of the board for two years following the expiration of their term of office as president and shall be a voting member of the executive or governing board.

The association shall elect the following officers: president, vice-president, secretary, and treasurer. Nominations shall be sent to the election-chair. The election committee shall consist of not less than

four members appointed by the president. All candidates filing for an office shall have their letter of intent, along with a letter of endorsement from their county judge/executive, mayor, city manager, or administrator, in the hand of the election committee chair by **September 15**. If a candidate's letter of intent is received from more than one qualified person per office, the election committee chair shall mail ballots to the active membership so the slate of officers can be determined. The report of the election committee shall be given to all members at the fall meeting.

The term of office for the president, vice-president, secretary, and treasurer shall be for two years commencing on **January 1**. Each officer shall hold their office until their successor is elected and qualified; however the president, vice-president, secretary and treasurer, shall not succeed themselves to the same office, and no elected officer shall hold office after they cease to be an active member. A partial term does not constitute a full term for succession purposes.

The president shall preside at all meetings of the association and shall have such other powers and duties as may be delegated to them by the governing board.

The vice-president shall perform the duties of the president, during their absence. A vacancy in the office of president shall be filled by the vice-president for the un-expired term of the president. The vice-president shall serve as conference site selection chair and shall inform the membership of the time and place of all association meetings.

The secretary shall keep the minutes and records of all meetings and serve as historian of the association, shall take care of all correspondence thereof as directed by the governing board, and be responsible for the newsletter.

The treasurer shall, by January 10th of each year, mail annual dues statements to each member with a January 31st due date, and prepare and mail delinquent notices by March 1st of each year. The treasurer shall receive and administer all funds of the association.

The treasurer shall keep an accurate accounting of all financial transactions of the association and shall submit at each association meeting and each quarterly board meeting a full report of all receipts and disbursements. The funds shall be kept in the name of the association and banked in a depository named by the governing board. Checks shall be signed only by the treasurer upon approval by the president. ***The treasurer shall be bonded and the association will pay the cost of this bond.***

Except as otherwise provided, the powers and duties of the officers of this organization shall be such as by general usage; are indicated by the titles of their offices. Vacancies in the office of vice-president, secretary, and treasurer shall be filled for the remainder of the term of office by a majority vote of the governing board present.

The governing board shall consist of the officers of the association ***and shall meet as needed***. A majority of the governing board and the president shall constitute a quorum for the transaction of official business. Any member of the board who demonstrates any dereliction of duties or who fails to attend two consecutive board meetings without presenting a valid reason shall have their office declared vacant by the governing board. ***There will be general membership meetings of the organization quarterly.***

The governing board shall exercise such powers and control as are usually exercised by governing boards, and shall, in the interim between meetings of the association, have control of the affairs of the organization with power to act on its behalf.

In matters where the board seeks the will of the voting members, a vote shall be called by the board stating the issue to be decided, the manner of vote to be taken, and a deadline for the votes to be cast. A simple majority of the voting members participating will decide any issue put to a vote.

ARTICLE VI:

COMMITTEES

The president shall appoint such committees, *in addition to an election committee*, as they may deem necessary.

No committee shall be authorized to create financial liabilities unless approved in nature and amount by the president and treasurer.

ARTICLE VII:

OFFICIAL PUBLICATION

The official publications of this association shall be the newsletter, which shall be published twice per calendar year, and the association website.

ARTICLE VIII:

PARLIAMENTARY AUTHORITY

The governing authority shall be the most recent edition of Robert's Rules of Order Newly Revised and where they are not inconsistent with the bylaws. Each president may appoint a parliamentarian to serve at association meetings.

The following fundamentals of parliamentary procedure shall be adhered to:

- 1. Justice and courtesy for all***
- 2. Do only one thing at a time***
- 3. Majority rules***
- 4. But minority must be heard***
- 5. The purpose is to facilitate action, not to obstruct it***

ARTICLE IX:

AMENDMENTS

These bylaws may be amended in conjunction with the first meeting of the year of the association by 2/3 of the votes received by the vote deadline set by the governing board provided that copies of the proposed amendments and a ballot shall be given in writing or electronically to all members and posted on the association website 20 days prior to such meeting. Ballots must be received within 10 days of the close ***of the first meeting of the year***. Proposed bylaw amendments must first be approved by the governing board.

ARTICLE X:

ANNUAL BUDGET

The treasurer shall submit the proposed budget for review to the governing board 30 days prior to the ***fall meeting*** where it is presented to the membership for approval and adoption. The association's fiscal year shall be defined ***as January 1st through December 31st.***