

By-Laws

Kansas Association of Local Health Departments

Article I – Assessments and Dues

Section 1. The annual assessment for members shall be recommended by the Board of Directors and approved by the membership per Article III of the By-Laws.

Section 2. The fiscal year of the Association shall begin on January 1 and end on December 31. Annual assessments and dues for any year shall become payable on December 1. The names of members whose assessments or dues have not been received by March 31 shall be removed from the membership roll. A member may pay dues and be placed in good standing at any time during the year; however, dues will be due for the entire year.

Article II – Meetings

Section 1. The regular mid-year and annual meeting of the Association shall be held at the time and place designated by the Board of Directors. The membership shall receive written notice of the annual meeting at least 30 days in advance.

Section 2. Special meetings may be held at such times and places as designated by the Board of Directors. Notice to be sent out by the Executive Director at least ten days in advance.

Article III – Decisions

Decisions will be made during the annual and mid-year meetings of the Association by simple majority of active members present and voting. Each member present may vote.

Article IV – Duties of Officers

Section 1. The President shall supervise the affairs of the Association and preside at all meetings during the year following the annual meeting when elected. The President shall be the Chairperson of the Board of Directors.

Section 2. The President-Elect shall perform the duties of the President in the event of the President's inability to function. Additionally, the President-Elect shall serve as Chairperson of the Program and Meeting Arrangements Committee.

Section 3. The Secretary-Treasurer shall notify each member on or before the annual renewal date of the amount of dues payable for the following year; shall collect all dues and any other revenues of the Association; shall pay all just bills against the Association; shall keep financial records and report at the annual meeting on all receipts, expenditures, assets and debts of the Association; and shall maintain a complete record of all Association activities and transactions. The Secretary-Treasurer may delegate all or a portion of these duties to the Executive Director, but will retain responsibility for oversight of any delegated duty. The Secretary-Treasurer shall serve as Chair of the Finance Committee.

Section 4. The Board of Directors shall direct all business of the Association between annual meetings. It shall meet at least once per year in addition to convening in connection with the mid-year and annual meeting. A majority of the Board of Directors shall constitute a quorum.

Article V – Committees

Section 1. In addition to the standing committees identified in this article, the President is empowered to appoint such additional ad hoc committees as may be required to advance the best

interest of the Association and enable it to fulfill its objectives. Unless the President secures approval of the Board of Directors not to fill and activate certain committees, the following standing committees will be maintained and appointed by the President for a term of one year.

- a. Program and Meeting Arrangements Committee
- b. Legislative Committee
- c. Finance Committee
- d. Membership and Member Information Committee
- e. Nominating Committee

Section 2. Representatives from member departments or other public health professionals may serve on any Ad Hoc committee. KALHD committees shall be chaired by a KALHD member. Committees will present their recommendations to the Board of Directors for final approval by the Board.

Section 3. The Program and Meeting Arrangements Committee, working with the Executive Director, shall organize and facilitate the convention details of the midyear/annual meeting. This shall include providing the meeting room, any food service, and any entertainment. All agreements with hotels, catering services, entertainment groups and other providers of convention services shall be in writing and filed with the Executive Director or Secretary of the Association. In addition, this committee shall develop the formal program and make all arrangements for presentation of such programs at the midyear/annual meeting. Chairman of the committee shall be the President-Elect of the Association.

Section 4. The Legislative Committee shall each year develop a legislative statement detailing the official position of the Association on legislation and legislative matters pertaining to public health programs and problems. This legislative statement shall be approved by the Association at its annual meeting. Based on this legislative statement, the committee shall review and comment upon issues between local health departments and related state and federal agencies, bodies, and organizations. Between annual meetings, it will act on behalf of the Association, it will express its views to the State Legislature and attempt to influence the public health legislation. If the committee is not formed, the Executive Director shall perform these duties.

Section 5. The Membership and Member Information Committee shall develop and implement a plan to encourage local health departments, health officers and chief administrators to join the Association. The Executive Director shall prepare press releases and publicity in connection with the annual meeting and special events, assist the Board of Directors in carrying out a program of public relations and publicity for the Association and prepare and distribute a newsletter if the Board of Directors determines that the Association shall have one.

Section 6. The Finance Committee shall provide financial oversight of the Association, make recommendations to the Board of Directors regarding financial policies, and shall make an annual audit of the books and financial records of the Association and report the findings and its recommendations at the annual meeting. The Secretary-Treasurer shall serve as chair of the Finance Committee.

Section 7. In accordance with Article V, Section 4 of the Constitution , the Nominating Committee consisting of three representatives, shall recommend the name of at least one representative for each elective office and present the slate of candidates to the membership at the annual meeting.

Article VI – Amendments

An amendment of the **By-Laws** may be adopted only at the mid-year and annual meetings upon affirmative vote of at least two-thirds of the members present and voting at such meeting. Proposed amendments may be presented by individual members from the floor or by the Board of Directors.

Submitted to Membership for Approval
July 17, 2001

APPROVED