

# Kansas Fairs and Festivals Association Constitution and By-Laws

Updated January 7, 2000 and amended January 7, 2005

Amendments approved at the Kansas Fairs Association Convention

In Topeka, Kansas on January 7, 2005

## ARTICLE I

### Name

The name of the association shall be:

**KANSAS FAIRS AND FESTIVALS ASSOCIATION**

## ARTICLE II

Purpose

The purpose of the Association shall be to serve the membership through education, information and direction which will enhance their productivity, economic viability and administrative capabilities to enhance the growth, development and quality of life for all Kansans through the promotion and conduct of successful fairs and expositions.

## ARTICLE III

### Membership

#### **SECTION 1.**

The membership shall consist of fairs, festivals, expositions, other recreational events and associate members. Membership shall be recorded in the name of the fair, festival, exposition or event conducted within the State of Kansas.

#### **SECTION 2.**

Associate membership may be granted to an individual, person, corporation, company, or entity that does business with fair, exposition, festival, or event members.

#### **SECTION 3.**

All fairs, expositions, events, individuals or businesses desiring to become a member of the association shall present their application to the executive secretary/treasurer. Upon fulfillment of providing any necessary information or payment of required dues, said application may be approved by the Executive ~~Secretary/Treasurer~~ **Director**. Any questions regarding the acceptance of said application will be referred to the Board of Directors.

## ARTICLE IV

### Dues

The dues of the Association ~~should~~ **shall** be fixed by the Board of Directors annually. ~~Dues are payable September 1 of the preceding year.~~ Members whose dues are not paid by ~~October 1~~ the preceding year may be omitted from the program booklet used in conjunction with the annual meeting. **Member dues must be current to vote at the annual meeting. Notice of dues will be published in the associations fall newsletter and applications will be mailed with the convention packets in the fall. Dues must be paid prior to the membership business meeting at the convention.**

## ARTICLE V

### Voting

#### **SECTION 1.**

Each member in good standing and present at any meeting of the Association is entitled to one (1) vote in matters of business before the Association.

#### **SECTION 2.**

Each individual serving on the Board of Directors is entitled to one (1) vote when present at any Board of Directors' meeting.

#### **SECTION 3.**

The Executive ~~Secretary/Treasurer~~ **Director** is a non-voting officer of the Board of Directors.

#### **SECTION 4.**

No vote in absenteeism by proxy will be recognized by the Association.

## ARTICLE VI

### Board of Directors

#### **SECTION 1.**

The Association Board of Directors is comprised of representatives of districts established by the 105 counties within the State of Kansas, from the associate membership, by position as the Association representative on the Kansas State Fair Board and by position as General Manager or Assistant Manager to the Kansas State Fair.

#### **SECTION 2.**

Districts are represented by the counties as follows:

#### DISTRICT 1:

Atchison, Brown, Doniphan, Douglas, Franklin, Jackson, Jefferson, Johnson, Leavenworth, Marshall, Nemaha, Osage, Pottawatomie, Shawnee and Wyandotte (15 counties).

DISTRICT 2.

Allen, Anderson, Bourbon, Cherokee, Coffey, Crawford, Labette, Linn, Miami, Montgomery, Neosho, Wilson, and Woodson (13 counties).

DISTRICT 3:

Chase, Clay, Cloud, Dickinson, Geary, Lyon, Marion, McPherson, Morris, Ottawa, Republic, Riley, Saline, Wabaunsee, and Washington (15 counties).

DISTRICT 4:

Butler, Chautauqua, Cowley, Elk, Ellsworth, Greenwood, Harper, Harvey, Kingman, Reno, Rice, Sedgwick, and Sumner (13 counties).

DISTRICT 5:

Barber, Barton, Clark, Comanche, Edwards, Finney, Ford, Grant, Gray, Greeley, Hamilton, Haskell, Hodgeman, Kearney, Kiowa, Lane, Meade, Morton, Ness, Pawnee, Pratt, Rush, Scott, Seward, Stafford, Stanton, Stevens, and Wichita (28 counties).

DISTRICT 6:

Cheyenne, Decatur, Ellis, Gove, Graham, Jewell, Lincoln, Logan, Mitchell, Norton, Osborne, Phillips, Rawlins, Rooks, Russell, Sheridan, Sherman, Smith, Thomas, Trego, and Wallace (21 counties).

**SECTION 3.**

Districts of the Association may be modified by amendment to these By-Laws.

**SECTION 4.**

Directors of the Association shall be elected from each district and associate membership. Each District shall caucus at the annual meeting in part for the purpose of electing two (2) directors on an alternating rotation for a two (2) year term each. Each membership is entitled to one (1) vote.

The associate membership shall caucus at the annual meeting in part for the purpose of electing two (2) directors on an alternating rotation for a two (2) year term each. Each associate membership is entitled to one (1) vote.

**SECTION 5.**

To serve on the Board of Directors, the individual must be an official delegate representing an association member in good standing.

**In the event of a vacancy due to resignation, illness, death or withdrawal of membership, the President shall appoint a replacement to complete the term of the vacated position.**

**SECTION 6.**

Directors elected to the board shall be limited to five (5) consecutive terms.

**SECTION 7.**

Be it further provided that the Kansas Fairs and Festivals Association Representative on the Kansas State Fair Board and the General Manager, or the Assistant Manager of the Kansas State Fair shall serve on the Board of Directors.

**ARTICLE VII**  
**Officers and Terms of Office**

**SECTION 1.**

The Officers of the Association shall be President, Vice President, **Secretary, Treasure** and Executive **Director**.

**SECTION 2.**

The President, ~~and~~ Vice President, **Secretary and Treasure** shall be elected by and from the Board of Directors for a one (1) year term and may succeed themselves in that office, but for no more and two (2) consecutive terms.

**SECTION 3.**

The Executive ~~Secretary/Treasurer~~ **Director** shall be elected annually by the Board of Directors, but is not limited to term of office.

**SECTION 4.**

~~The salary~~ **A compensation for the duties** of the Executive ~~Secretary/Treasurer~~ **Director** will be set annually by the Board of Directors.

**ARTICLE VIII**  
**Duties of Officers**

**SECTION 1.**

The President shall preside at all directors and members meetings; shall have general supervision of the affairs of the Association, shall sign all written contracts of the Association and shall perform all other duties as are incident to the office.

**SECTION 2.**

The Vice President shall perform the duties of the President in the event of the president's absence or disability. The Vice President shall perform duties which are assigned by the President and which are incident to the office.

**SECTION 3.**

**The Secretary shall record minutes during all board of directors & membership meetings and assist the Executive Director with preparation of the minutes. The Secretary will review the minutes for accuracy prior to the next meeting.**

**SECTION 4.**

**The Treasure shall work with the Executive Director to assist with the operations of the Associations Finances. The Treasure will give the financial report at each meeting and chair the audit committee.**

### **SECTION 3 5.**

The Executive ~~Secretary/Treasurer~~ **Director** shall coordinate and plan for the annual meeting; be responsible for the production and distribution of a newsletter to keep the Membership informed of all business within the Association, issue notice of all meetings of the Board of Directors and Membership; attend and prepare minutes of same, and perform all other such duties as are incident to the office.

Further, the Executive ~~Secretary/Treasurer~~ **Director** shall have custody of all money and securities of the Association and shall give bond in such sum and with such securities as the Board of Directors shall require, conditioned upon the faithful performance of the duties of the office. The cost of bonding shall be paid by the Association. The ~~Treasurer~~ **Executive Director** shall sign all checks of the Association (Another member of the board of directors shall appear on the signature card of the bank in which association funds are deposited as a matter of precaution in the event of necessity)(the persons shall be selected as the alternated signature by a vote of the board of directors)(the board member authorized as the alternate signature cannot serve on the audit committee). The ~~Treasurer~~ **Executive Director** shall maintain contemporaneous accounting records and shall submit such together with all vouchers, receipts, and relevant documentation, to the Directors for their examination and approval whenever requested, and shall perform all other duties as are incident to this office. The ~~Treasurer~~ **Executive Director** shall prepare an annual report, and proposed annual budget, which shall be submitted at the annual meeting for the examination and approval of the Board of Directors.

### **SECTION 4 6.**

The funds of the Association shall be deposited in such bank or financial institution as the Directors shall designate.

## **ARTICLE IX** **Meetings**

### **SECTION 1.**

An annual meeting of the members shall be held at a time and place designated by the Board of Directors.

### **SECTION 2.**

Special meetings of the Board or the full membership may be held at the time and place designated by the President, and in his absence by the Vice President, or by the Directors. It shall be the duty of the Directors, President, or Vice President to call special meetings whenever requested by the majority of the members.

### **SECTION 3.**

Notice of the time and place of annual or special meetings shall be given in writing or by other reasonable means at least two weeks in advance of such meeting.

**SECTION 4.**

A quorum for the transaction of business at any meeting shall be a majority of the members.

**SECTION 5.**

Roberts Rules of Order shall be the parliamentary reference of the Association and business will be conducted accordingly unless directed otherwise within these By-Laws.

**ARTICLE X**  
**Kansas State Fair Board Representative**

**SECTION 1.**

Per K.S.A. 74-520a, the Kansas Fairs and Festivals Association is entitled to nominate three (3) names every three (3) years to the Governor of the State of Kansas for consideration in appointing a representative to serve on the Kansas State Fair Board for a three (3) year term.

**SECTION 2.**

Any members in good standing may submit an application form to the Board of Director for this position by September 1 proceeding the year of appointment. The Board of Directors will select up to three (3) qualified candidates from the applications to nominate to the Governor.

**ARTICLE XI**  
**Amendments**

Amendments to these By-Laws may be made by affirmative vote of two-thirds (2/3) of the members present at any annual or specially called meeting provided a full statement of proposed amendment(s) was mailed to each member with a notice of date, time, and place of meeting no less than thirty (30) days prior to such meeting.