

Sedgwick County Association of Cities
~ S.C.A.C. ~

Mission Statement and By-Laws
(Revised June 9, 2007)

S.C.A.C. Mission Statement

The Mission of the Sedgwick County Association of Cities is a coalition of municipal officials who seek to improve the quality of life in Sedgwick County through effective government. S.C.A.C. advocates for municipalities as the official voice of municipal government in Sedgwick County, and promotes good government through education, training and leadership.

S.C.A.C. BY-LAWS

ARTICLE 1: NAME OF ORGANIZATION

The name of this organization will be the S.C.A.C. - Sedgwick County Association of Cities as approved by the member cities on February 14, 2004.

ARTICLE II OBJECTIVE AND PURPOSES

Sec. 1: The objectives and purposes of this organization are:

- a. To promote a closer working relationship between the Incorporated Cities, their elected officials, appointed personnel, and area legislators.
- b. To define areas of needed attention, particularly legislative.
- c. To put authority on those situations which have an overall effect on smaller units of government as a whole.
- d. To address these areas of governmental action, when necessary, by seeking to either initiate to amend legislation dealing with these problem areas.
- e. To continuously monitor proposed legislation during the legislative session.
- f. To actively support and lobby the passage of desirable legislation.
- g. To be made aware of and to take appropriate action concerning proposed legislation that would be detrimental or hinder planned progress for any of the incorporated cities in Sedgwick County.
- h. To accord the opportunity to have recognized input into Interim Legislative Studies and Plans this will ultimately affect life in Sedgwick County.
- i. To speak with a collective voice on those matters that have brought before this Association, then duly considered by the Association-at-large.
- j. To cooperate with other government organizations in order to promote the general welfare of S.C.A.C. communities as long as a firm base of "Home Rule Powers" is restrained for each individual entity.
- k. Promote continuing education and sharing of information to all city officials.

ARTICLE III BASIC POLICIES

Sec. 1 The following are basic policies of this organization.

- a. The Association shall be non-partisan, non-sectarian and non-commercial.
- b. It shall be the intent of this Association that we support any and all cities on legislation that may affect only one or all cities in their administrative and/or functional needs, as long as they are not detrimental to any city.
- c. All proposed legislation by the S.C.A.C. (Association) will be prepared in draft form and presented to our area Legislators prior to December 31st each year.
- d. This Association (S.C.A.C.) shall not interfere with the administration of individual member cities and shall not seek to control their policies.
- e. Individual persons officially representing this organization shall make no commitments that bind the Association without the consent of the majority of eligible voting member cities.
- f. In the event of dissolution, all accrued assets shall be equally distributed to paying member cities after all outstanding debts have been satisfied.

ARTICLE IV: MEMBERSHIP AND DUES

Sec. 1: All elected and/or duly appointed officers of any incorporated city of the 1st, 2nd or 3rd Class are eligible members.

Sec. 2: A membership fee of \$100.00 per year is to be assessed annually to each city in Sedgwick County. All fees are to be remitted to the current S.C.A.C. Secretary/Treasurer or the Executive Director.

- a. The official depository/bank for each year shall be declared by the Chairman of S.C.A.C. at the first meeting in January.
- b. The Secretary/Treasurer and or Executive Director shall prepare a financial report and it shall be presented to the membership 2 times a year/annually.

ARTICLE V: EXECUTIVE COMMITTEE

Sec. 1: The S.C.A.C. Executive Committee shall consist of the officers of this association which will include the Executive Director as an ex-officio member.

Sec. 2: The duties of the Executive Committee shall be:

- a. To transact necessary business in between organizational meetings and respond to other business as required on behalf of the association.

Sec. 3: All meetings of the Executive Committee shall be by special notification from the Office of S.C.A.C. Chairman and or the Executive Director.

ARTICLE VI: MEETINGS

Sec. 1: S.C.A.C. shall schedule at least (9) nine meetings in a calendar year.

- a. Special meetings may be called by the S.C.A.C. Chairman during the remained of the year, if deemed necessary.
- b. Each City represented shall be limited to (1) roll call format vote per city.

- c. The Mayor of his/her designate shall speak or vote when appropriate.
- d. S.C.A.C. will hold monthly meetings from September through May of each year. The association will take a short vacation break during the summer months of June, July and August but information can continue to be communicated electronically and or by U.S. Mail during that interim period. S.C.A.C. meetings are usually held on the 2nd Saturday of the month.

ARTICLE VII: OFFICERS

Sec. 1: The officers of this association shall be the Chairman, Vice-Chairman, and Secretary/Treasurer and volunteer Executive Director. These officers shall be elected at the S.C.A.C. meeting in April. Officers serve for a term of (1) year but can be extended if approved by the member cities at the election meeting. The officers shall take office at the May meeting. The volunteer Executive Director shall be appointed by the S.C.A.C. Chairman at the same meeting in April.

Sec. 2: Nominations

- a. Nomination for officers may be made by a nominating committee of 2-3 members to be selected by the chairman.
- b. The nominating committee shall report at the April meeting the name(s) of at least one candidate for each office to be filled.
- c. The consent of each candidate must be obtained before his/her name is placed into nomination.
- d. Additional nominations may be made from the floor.
- e. A vacancy occurring in any office shall be filled by a majority vote of the S.C.A.C. Membership.

ARTICLE VIII: DUTIES OF OFFICERS

Sec. 1: The S.C.A.C. Chairman shall preside at all meetings of the association and of the Executive Committee:

- a. The chairman shall preside at all meetings of the organization and of the executive committee; shall be a member (ex-officio) of all special committees; shall appoint committees; shall perform such duties as may be prescribed in these by-laws or assigned to him/her by the organization or by the executive committee; and shall coordinate the work of the officers and committees, in order that the objectives may be promoted.
- b. The chairman shall cause the meeting agenda to be prepared and be electronically sent or mailed via U.S. Mail to all association members and area Legislators so they may be reviewed at least 2 days prior to any scheduled meeting.
- c. When possible send a delegation of persons to represent S.C.A.C. to State Legislative Committee Meetings and or Hearings when deemed necessary by the Association.
- d. Make requests of the Legislators to mail either electronically or by U.S. Mail and proposed bills pending to designated member(s) of S.C.A.C.

Sec. 2: In the absence of the Chairman, all duties and responsibilities allocated to the Chairman shall be assumed by the Vice-Chairman and or Executive Director.

Sec. 3: The Chairman and Vice-Chairman must be elected officials of the Cities of the 1st, 2nd or 3rd Class having paid membership in the Sedgwick County Association of Cities.

Sec. 4: The (volunteer) Executive Director shall work and support the Chairman and help to promote the objectives of S.C.A.C. as much as possible.

ARTICLE IX: COMMITTEES

Sec. 1: Standing or special committees shall be created by the Chairman when necessary to promote the objectives and carry on the work of this organization.

Sec. 2: The Chairman of all committees shall present a periodical update of their work to the general membership at a regular or special meeting.

Sec. 3: No committee nor task force shall be recognized to speak with authority for this Association, or to function under the identification as a legitimate segment of S.C.A.C. without the general membership and or the appointment of such committee by the chairman.

ARTICLE X: AMENDMENTS

Sec. 1: All rules and regulations of this Association may be amended as deemed necessary by the S.C.A.C. at any regular scheduled meeting provided that notice of such change has been submitted to the whole membership for 2 readings and at least (7) seven days prior to the scheduled vote.

Sec. 2: Any amendments to these By-Laws must be by a majority vote by the Association Members who dues are paid and in attendance on the day of the vote.

Sec. 3: The method of voting can either be made by written ballots or by hand at the scheduled meeting to consider and or revise any of the current By-Laws.

Sec. 4: A Review of these S.C.A.C. By-Laws can be made at the Annual Meeting in November or at a different meeting upon request.

PASSED AND ADOPTED BY THE (S.C.A.C.) SEDGWICK COUNTY ASSOCIATION OF CITIES ON THIS THE 9TH DAY OF JUNE, 2007.

S.C.A.C. Chairman: Jim Skelton, City Councilman for the City of Wichita, KS.

Electronically Sent to Members: May 29, 2007

1st Reading: June 9, 2007 in the City of Sedgwick, KS.

2nd Reading: June 9, 2007 in the City of Sedgwick, KS.