

# Kansas County Highway Association

## Constitution and By-Laws

(As adopted October 2022)

### Constitution

#### **ARTICLE I – Name and Object**

Section 1: The Name of this organization shall be the Kansas County Highway Association.

Section 2: Its object shall be the advancement of engineering knowledge and practice as it particularly applies to county highway and bridge systems; the use of sound management principles; the improvement of the office and welfare of county engineers and highway department administrators; and to afford an exchange of sound, progressive, and conscientious engineering principles in meetings, seminars and through publications.

Section 3: It shall be affiliated with the Kansas Association of Counties. KCHA may choose to affiliate itself with other County, State or National Associations on the recommendation of the Executive Committee and approval by a majority of the members present at the Annual Meeting. It shall receive an affirmation vote of not less than twenty-five (25) voting members.

#### **ARTICLE II – Membership**

Section 1: All Kansas counties shall be eligible for membership. All employees of a county highway department shall become a member of the Kansas County Highway Association upon their county becoming a member.

Section 2: The official who is responsible for their county highway department, or a representative, assigned by said official, who subscribes to the Constitution and By-Laws of the Association as evidenced by payment of the current dues shall be the Voting Member of their county. There shall be a maximum of one vote per county.

Section 3: A sponsoring member is defined to be any person, firm, partnership, joint venture, or Corporation who is not qualified as a member as stated in Article II, Sections 1 and 2 of the Constitution, sponsoring membership must be approved by the favorable action of the Executive Committee of KCHA. Sponsoring member is not a voting member.

Section 4: The Chief of the Bureau of Local Projects, two assistants and staff of his/her choosing shall be honorary and ex-officio members. Honorary and ex officio members are not voting members.

Section 5: Retired members, who wish to retain membership in KCHA, must be approved by the favorable action of the Executive Committee of KCHA. Retired members will be exempt from the payment of Association membership fees and are not voting members.

Section 6: Representatives of Kansas Local Technical Assistance Program, (LTAP) may be honorary members as approved by the favorable action of the Executive Committee of KCHA. Honorary members are not voting members.

Section 7: Those who wish to obtain Honorary Membership in KCHA other than those listed above, shall petition, in writing, to the Executive Committee. Membership will be approved on the favorable action of the Executive Committee. Honorary members are not voting members.

Section 8: Other Distinguished officials as approved by the Executive Committee.

### **ARTICLE III – Dues**

Section 1: There shall be no entry fee.

Section 2: The annual membership fees shall be established annually by the Executive Board. The dues for each county membership shall not be more than \$150.00 per year. The Executive Committee may waive membership dues for any year.

### **ARTICLE IV – Officers**

Section 1: The officers of the Association shall consist of a President, President-Elect, Secretary, and Treasurer. The officers, along with the District Vice-Presidents, the State NACE Director, the FHWA Local Road Coordinator, and the Representative to the KAC Governing Board shall be the Executive Committee.

Section 2: Officers shall be elected at the Annual Meeting and take office at the end of the Fall Meeting. The incumbent President-Elect shall automatically advance to the office of President while the candidates for the offices of President-Elect, Secretary, and Treasurer shall be nominated by the nominating committee and elected by the majority of the votes cast by the Voting Members. The President, President-Elect, and Secretary will be a one-year term of office which begins at the end of the Fall Meeting and continues to the following year's Fall Meeting. The office of Treasurer will begin at the end of a Fall Meeting and will not have a term limit. The Treasurer will continue until the member willingly resigns or is dismissed from a majority vote of the remaining Executive Committee members.

Section 3: Beginning in 1984 a director shall be elected every three (3) years from a majority of those present at the annual meeting of the KCHA. This officer is to serve a three (3) year term on the Board of Directors of the National Association of County Engineers.

Section 4: Beginning in 2007 a FHWA Local Road Coordinator shall be elected every three (3) years from a majority of those present at the annual meeting of the KCHA.

Section 5: A vacancy in the office of President shall be filled by the President-Elect. Other vacancies shall be filled for the unexpired term by the Executive Committee.

### **ARTICLE V – Amendments**

Section 1: This constitution shall be adopted or amended only by the following procedures:

- a. The proposed amendment(s) shall only address a single Section or Sub-Section and any other Section or Sub-Sections affected by said proposed amendment(s).
- b. The proposed amendment(s) (with rationale) shall be presented to the President in a written petition signed by 5 members no later than January 1<sup>st</sup>.
- c. The President shall submit the proposed amendment(s) to the Constitution and By-Laws Committee no later than February 1<sup>st</sup>, for review as to proper form and to ascertain if the proposed amendment(s) conflicts with any other existing Article.
- d. Proposed amendment(s) may also be presented to the Constitution and By-Laws Committee by written direction of the Executive Committee, no later than February 1<sup>st</sup>.
- e. The Constitution and By-Laws Committee shall submit a recommendation on the proposed amendment(s) to the President no later than April 1<sup>st</sup>. The President shall provide copies of said amendment(s) to the general membership prior to the annual meeting.

f. The proposed amendment(s) shall be voted upon by a majority of the members present at the annual meeting. To pass, it shall receive an affirmative vote of not less than twenty-five (25) voting members.

g. The proposed amendment(s), if passed, will become effective at the close of the annual meeting.

Section 2: Changes to a proposed amendment may be introduced from the floor, by a member as defined in Article II, Section 1 of the Constitution, if said change does not alter the intent of the proposed amendment, as determined by the President.

#### **ARTICLE VI – ARTBA, AASHTO & NACE Affiliation**

Section 1: This Association shall encourage affiliation of the members with the American Road and Transportation Builders Association, the American Association of State Highway and Transportation Officials, and the National Association of County Engineers.

Amended: October 2022

## **By-Laws**

#### **ARTICLE I – Dues**

Section 1: The annual dues per county for all members of the Association shall be payable in advance of the Annual Meeting date of each year.

Section 2: The Treasurer shall bill the current ARTBA and NACE dues to each member at the same time as he bills the Association dues.

#### **ARTICLE II – Nomination & Election of Officers**

Section 1: The Association shall elect a Nominating Committee of not less than three (3) members at the Annual Meeting to serve for the ensuing year.

Section 2: The Nominating Committee shall choose one or more candidates for nomination to the Office of President-Elect, Secretary and Treasurer as prescribed by the Constitution and obtain the consent of the nominees to serve if elected. In addition, candidates may be nominated by written petition containing ten (10) signatures of Voting Members.

Section 3: The Nominating Committee shall secure from each of the Districts prior to the Annual Meeting the nominees for District Vice-Presidents.

#### **ARTICLE III – Committees**

Section 1: Committees deemed necessary from time to time shall be composed of members appointed by the President.

Section 2: The following committees shall be composed of members appointed as necessary: KDOT Liaison, Design and Maintenance Standards, Constitution and By-Laws, Land Survey, Legislative, Memorials, Awards, Young Engineers Association, Solid Waste, Professional Development, Road Scholar, Website.

Section 3: The Representative to the KAC Governing Board shall be appointed to a two-year term. This term shall end in even numbered years at the conclusion of the Annual Meeting. No one member shall hold this position more than two terms.

Section 4: An Auditing Committee of three members shall be nominated and elected from the floor at Annual Meeting. This committee shall, at the Fall Meeting, examine the accounts of the Executive Committee outgoing and report their findings to the Fall Meeting.

#### **ARTICLE IV – Meetings**

Section 1: The KCHA Annual Meeting shall be defined as the meeting of the general membership which is held in the spring of each year during the KCHA Spring Conference. The Fall Meeting shall be defined as the meeting of the general membership which is held in the fall of each year during the Kansas Association of Counties Annual Conference and Exhibition.

Section 2: In addition to the Annual Meeting, at least one meeting shall be held each year in each district under the direction of the District Vice-President.

Section 3: The Executive Committee shall meet at least twice each year in addition to the Annual Meeting.

Section 4: Notice of each meeting of the Association shall be sent to each member.

Section 5: The Annual and Fall Meeting shall include at least the following agenda items:

Call to Order

Reading of the Previous Minutes

Treasurer Report

Audit Committee Report (Fall Meeting)

Election of Nomination Committee (Annual Meeting)

KAC Report

NACE Report

FHWA Local Road Coordinator Report

Standing Committee Reports

Nomination of Officers (Annual Meeting)

New Business (as submitted by the President)

Unfinished Business

Presentation of Awards

Installation of Officers (Fall Meeting)

Presentation and Approval of the KCHA annual budget for the following year (Fall Meeting)

Section 6: The Annual and Fall meeting shall be conducted under Roberts Rules of Order when handling official business, as interpreted by the President.

#### **ARTICLE V – Districts**

Section 1: For the purpose of electing District Vice-Presidents of the Association, all members shall be allocated to districts. The number of districts shall be six (6). Districts shall conform to the six Districts of the Kansas Department of Transportation.

Section 2: A candidate for the office of District Vice-President shall be nominated at the fall district meeting for each of the districts as outlined in Section 3. This nomination shall be transmitted to the Nominating committee of the Association prior to the Annual Meeting.

Section 3: District Vice-President shall be elected at the Annual Meeting for a term of two (2) years. These terms shall begin January 1, for the ensuing year. Even numbered districts shall elect in odd numbered years and odd numbered districts shall elect in even numbered years.

## **ARTICLE VI – Amendments**

Section 1: By-Laws may be adopted or amended only by the following procedures:

- a. The proposed amendment shall only address a single Section or Sub-Section and any other Section or Sub-Sections affected by said proposed change.
- b. The proposed amendment(s) (with rationale) shall be presented to the President in a written petition signed by 5 members no later than January 1<sup>st</sup>.
- c. The President shall submit the proposed amendment(s) to the Constitution and By-Laws Committee no later than February 1<sup>st</sup>, for review as to proper form and to ascertain if the proposed amendment conflicts with any other existing Article.
- d. Proposed amendment(s) may also be presented to the Constitution and By-Laws Committee by written direction of the Executive Committee, no later than February 1<sup>st</sup>.
- e. The Constitution and By-Laws Committee shall submit a recommendation on the proposed amendment(s) to the President no later than March 1<sup>st</sup>. The President will provide copies of said amendment(s) to the general membership prior to the annual meeting.
- f. The proposed amendment shall be voted upon by a majority of the members present at the annual meeting. To pass it shall receive an affirmative vote of not less than twenty-five (25) voting members.
- g. The proposed amendment(s), if passed, will become effective at the close of the annual meeting.

Section 2: Changes to a proposed amendment may be introduced from the floor by a member as defined in Article II, Section 1 of the Constitution, if said change does not alter the intent of the proposed amendment, as determined by the President.

## **ARTICLE VII – By-Laws**

Section 1: The Association may adopt By-Laws consistent with this Constitution for the guidance of members and officers.

Amended: October 2022