

**BYLAWS**  
Of the  
**Sedgwick County Association of Cities**  
**Adopted July 13, 2019**

Section 1. **Creation.** The Sedgwick County Association of Cities, hereinafter referred to as “S.C.A.C.,” was established by officials of municipalities in Sedgwick County on February 14, 2004.

S.C.A.C activities are non-partisan, non-sectarian and non-commercial. Individual persons officially representing this organization shall make no commitments that bind S.C.A.C. without the consent of the majority vote. In the event of dissolution, all accrued assets shall be equally distributed to paying member cities after all outstanding debts have been satisfied.

Section 2. **Mission Statement.** The purpose of S.C.A.C. is to advocate at the county, state and federal level as the official voice of municipalities in Sedgwick County and to promote good government through education, training and leadership.

Section 3. **Membership.** All elected and/or duly appointed officers of any incorporated city of the 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> Class within Sedgwick County are eligible members. Sedgwick County Board of County Commissioners (BoCC) is eligible as a paying, non-voting member. A membership fee of \$150 per year will be assessed to each city in Sedgwick County and the BoCC; all fees are to be remitted to the S.C.A.C. Secretary/Treasurer or Executive Director. All fees are to be deposited in a designated financial institution. All expenditures will require a signature from two Executive Committee members. Reimbursement of S.C.A.C. expenses must be accompanied by a receipt for goods or services rendered and may be paid to any S.C.A.C member upon approval by two Executive Committee members. Financial institution shall have a minimum of three signatures on file.

**Election of Officers**

S.C.A.C. shall elect a Chairperson, a Vice-Chairperson, and a Secretary/Treasurer during the regular meeting in May of odd numbered years. Officers shall serve a two (2) year term and may serve consecutive terms. All S.C.A.C. officers must be elected officials from paid member cities of the 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> Class located in Sedgwick County. Elected officers will assume duties beginning July 1 of odd numbered years.

An Executive Director is appointed by the Chairperson. The Executive Director shall complete administrative duties as assigned by the Chairperson to promote the goals and objectives of S.C.A.C.

**Duties of Officers**

The Chairperson shall preside at all meetings of S.C.A.C. In the absence of the Chairperson, the Vice-Chairperson shall preside. In the absence of both the Chairperson and the Vice-Chairperson, the members present shall by majority vote, select a member to preside at the meeting. The Chairperson is responsible for overseeing the agenda creation and distribution as well as legislative

communications. The Chairperson may appoint special committees or delegations to promote the goals and objectives of S.C.A.C.

The Secretary/Treasurer and/or Executive Director shall prepare the minutes and a treasurer's report which shall be presented to the membership at regular meetings.

#### Voting

Issues are passed by majority vote by paid S.C.A.C. members in attendance at the time of the vote. Each City represented shall be limited to one (1) vote per Member City. All cities shall designate their voting member at each meeting.

Section 4. **Committees.** Standing or special committees may be created by the Chairman to promote the goals and objectives of S.C.A.C. All committees shall present an update at each regular meeting.

#### Executive Committee

The S.C.A.C. Executive Committee shall consist of the elected officers, the Executive Director and the immediate past president as ex-officio member. The duties of the Executive Committee shall be to transact necessary business between regular meetings and to respond to other business matters as required.

Section 5. **Meetings and Agendas.** S.C.A.C. shall meet bi-monthly as a body in regular session on the second Saturday in the months of July, September, November, January, March and May; with the location to be communicated by the Executive Director. Special meetings of S.C.A.C. may be called at the request of the Chairperson or the Executive Director.

Members wishing to include items on the agenda are to contact the Executive Director no later than five (5) business days preceding the next regular meeting.

Section 6. **Goals and Objectives.** S.C.A.C. shall have the following goals and objectives:

1. To promote a closer working relationship between the municipalities of Sedgwick County, elected officials, appointed personnel, and area legislators.
2. To speak with a collective voice on matters that have been brought before S.C.A.C. which have an impact on the cities of Sedgwick County.
3. To monitor legislation at the county, state and federal level and take appropriate action.
4. To cooperate with other regional organizations to promote the general welfare of S.C.A.C. communities.

Section 7. **Amendments to By-laws.** These bylaws for S.C.A.C. are hereby approved by the member cities.

Approved by the member cities of S.C.A.C. on this 13<sup>th</sup> day of July, 2019.

  
2 Chairperson