

**KANSAS CHAPTER,  
Public Risk Management Association  
Bylaws**

**ARTICLE I—NAME**

The name of this voluntary, non-profit organization shall be Kansas Chapter, Public Risk Management Association.

**ARTICLE II—PURPOSE**

The purpose of this chapter shall be:

1. To increase the proficiency of risk management in governmental entities and intergovernmental risk pools;
2. To strengthen the quality of risk management through continuing education;
3. To be an educational and research organization for the benefit of governmental entities and intergovernmental pools throughout the state of Kansas;
4. To provide members the opportunity to exchange ideas and to consult with one another and to meet with persons in or associated with public risk management, and to supply members with information concerning their organization, Public Risk Management Association (PRIMA);
5. To support the mission and goals of National PRIMA as documented in its Strategic Plan; and
6. To act in any other manner which will further the best interests of governments, governmental agencies, intergovernmental risk pools, school and other special districts in their risk management activities.

**ARTICLE III—OFFICES**

The principal office of this Chapter shall be at the place of business of the Kansas Association of School Boards. Other offices may be established by the Board of Directors as required to carry out the work of this Chapter.

**ARTICLE IV—MEMBERSHIP & VOTING**

1. Voting Membership in this Chapter shall be open to governmental entities and intergovernmental risk pools that have been approved by the Board of Directors for admission.
2. Each governmental entity and intergovernmental risk pool shall be entitled to one vote in the affairs of this Chapter to be cast by its representative member or designated alternate in the absence of the representative member; hereafter referred to as the voting member.
3. Representative members shall be admitted in accordance with policies and procedures established by the Board of Directors. Such members shall be employees or officers of the governmental entity and shall be involved with that governmental entity's risk, insurance and/or safety management.
4. Application for membership shall be made in writing upon form or forms as may be prescribed by the Board of Directors.
5. In addition to voting members, there will be the following non-voting memberships:
  - a. Associate membership which consists of employees of government members other than the designated representative member. It is not required the associate member be involved in risk management for his or her employing governmental entity;
  - b. Corporate affiliate member for private sector vendor organizations;
  - c. Corporate associate member for subsequent persons employed by corporate affiliate members;
  - d. Organizational affiliate member for non-profit organizations;
  - e. Individual affiliate member for retired risk management professionals or those involved in their former governmental entity's insurance program;
  - f. Student affiliate members for students pursuing a degree in risk management or insurance.
6. Members may be suspended or expelled by the Board of Directors for non-payment of dues, or for any act or conduct which shall be deemed detrimental to the best interests of this Chapter.

#### **ARTICLE V-DUES**

1. Member fees for each category shall be set on an annual basis by a majority vote of the Board of Directors.

2. Dues shall be considered delinquent if not received by this Chapter within sixty (60) days from due date. Delinquent members may be restored to good standing by action of the Board of Directors with a period of one (1) year, upon payment of delinquent dues, together with the full amount of dues subsequently due and payable.

#### **ARTICLE VI-OFFICERS & DIRECTORS**

1. The management of this Chapter shall be vested in a Board of Directors. The Board of Directors is the governing board of this Chapter and shall give leadership to the Chapter and establish policy and have full administrative authority in all matters of this Chapter.
2. The Board of Directors shall consist of seven (7) member representatives; the four (4) current officers: President, Vice President, Secretary, Treasurer; two (2) Directors at-large, and the most recent Past President. The President shall act as Chairperson of the Board.
3. All of the Directors and Officers elected shall be, at the time of their nomination, representative members of governmental entities or intergovernmental risk pools that have been approved by the Board of Directors for admission. The President must be a representative of an entity that maintains membership in National PRIMA. If the entity does not maintain membership in National PRIMA then the Chapter will pay for the membership in National PRIMA for the one year the member serves as President.
2. The Officers and two Directors at-large shall be elected by the membership at the annual meeting and shall take office on the first day of January following election.
3. The Directors at-large shall be elected to serve a two (2) year term, each elected in alternating election cycles.
4. The officers shall be elected for a term of one (1) year or until their successor or successors shall be elected or appointed as provided in Paragraphs 7 and 8, Article VI hereof.
5. No Director or Officer shall be elected to more than two (2) successive terms in any one office, but this

6. Any vacancy in the Board of Directors during the term of office shall be filled for the remainder of the unexpired term by appointment of the President, subject to the approval of a majority of the remaining Directors.

#### **ARTICLE VII-DUTIES OF OFFICERS**

1. The President shall preside at all meetings of the members and of the Board of Directors, and shall perform all duties and have the authority incident to the Office of President.
2. The Vice President shall, in the absence of or disability of the President, possess all the powers and discharge all of the duties of the President.
3. The Secretary shall keep the minutes of this Chapter and the minutes of the Board of Directors. The Secretary shall keep a roster of the membership and all records for this chapter and shall give advance written or electronic notice of all meetings to members as provided herein. The Secretary shall be responsible for transferring minutes and other records to his or her successor.
4. The Treasurer shall have general supervision of the financial operations of this Chapter, and shall deposit all monies in a bank or banks approved by the Board of Directors. For amounts in excess of \$499.99, drafts or checks against bank accounts in payment of the obligations of the chapter shall be signed by the Treasurer and any one other current officer. The Treasurer shall prepare financial statements for presentation to the membership no fewer than one time each year. The Treasurer shall be responsible for transferring all financial records to his or her successor.

#### **ARTICLE VIII-COMMITTEES**

1. The Board of Directors may establish such standing committees as it deems appropriate. Other Committees may be established by the President as appropriate.

2. The President, with the approval of the Board of Directors, shall appoint Committee Chairpersons and members as required.
3. There shall be a Nominating Committee to prepare and present nominees for office to the membership.
4. An audit committee shall be appointed from and by the Membership at each November Membership meeting and shall conduct an audit of the books and records of the Chapter. The Audit Committee shall report their findings from said audit to the Membership at the following February Membership meeting. In no event shall an Officer or Director of the Chapter be appointed to the Audit Committee.

#### **ARTICLE IX-MEETINGS**

1. An Annual Meeting of this Chapter for the Election of Directors and Officers and the transaction of other business shall be held at such time and place in the month of November as may be designated by the Board of Directors. The Secretary shall mail a written or electronic notice to each member of the time and place of the annual meeting at least thirty (30) days in advance thereof. The outgoing and incoming Board of Directors shall meet immediately after the Annual Meeting.
2. Regular meetings of this Chapter shall be held quarterly in February, May, August and November. The Secretary shall mail a written or electronic notice to each member of the time and place of such meeting at least thirty (30) days in advance thereof.
3. Special meetings of this Chapter may be called at any time by a majority consent of the Board of Directors, or upon the written request of the majority of members in good standing. Fifteen (15) days advance notice of the time and place thereof shall be mailed or transmitted electronically to each member by the Secretary.
4. Each eligible voting member present, who is in good standing, shall be entitled to one vote on each question. All votes shall be cast in person.
5. The voting members present at the regular or special meeting of this Chapter shall constitute a quorum for the transaction of business during that meeting. A majority vote of the voting members present shall rule.

6. The Board of Directors shall meet at the call of the President at such time and place as he/she may designate. Four (4) members of the Board of Directors shall constitute a quorum vote of the Directors present shall rule, except that for expulsion of a member, a two-thirds (2/3) VOTE OF THE ENTIRE Board membership in favor of expulsion shall be required.

#### **ARTICLE X-ELECTIONS**

1. Nominations of eligible candidates for Directors and Officers shall be made by a nominating committee which shall be appointed by the President, with the approval of the Board of Directors, at least sixty (60) days prior to the Annual Meeting.
2. At least one (1) candidate shall be nominated for each office to be filled by election. The names of all such candidates shall be listed for the designated office for which they are nominated (in alphabetical order where there may be more than one candidate) on a ballot which shall also provide sufficient blank lines for the writing in of other names at the option of the voters.
3. Voting shall be by secret, written ballot at the Annual Meeting.
4. Votes shall be tallied by the Secretary and one other voting member designated by the President immediately upon completion of the balloting and in the presence of the members. The results of the election shall be announced as soon as determined.

#### **ARTICLE XI-PUBLICITY**

No publicity shall be released in the name of this Chapter without the prior approval of the Board of Directors.

#### **ARTICLE XII-NATIONAL AFFILIATION**

In recognition of the values of national fellowship and cooperation to this Chapter and its members through its privileges and right of participation in the government and activities of National PRIMA, it is hereby declared a major policy of this Chapter to exercise fully those privileges and right and to adhere to the rules and regulations set forth in the Chapter Affiliation Agreement.

**ARTICLE XIII-APPROVAL OF BYLAW & AMENDMENTS**

1. This Bylaw may be amended or revised at any Annual Meeting of this Chapter or at a special meeting called for that purpose, by an affirmative vote by not less than two thirds (2/3) of the voting membership of the Chapter present, provided that notice of such proposed AMENDMENTS or revisions shall be given by the Secretary in the Notice of the Meeting thirty (30) days in advance by written or electronic means.
2. This Bylaw has been approved and accepted by the membership on September 21, 1990 and submitted for approval to the National Public Risk Management Association, Inc. Any amendment to this Bylaw will be submitted to National PRIMA for review and approval.

**This By-Law revision was approved on August 17, 2007  
Submitted by Alan Weldon  
Secretary, Kansas Chapter PRIMA**