
**ASSOCIATION of INFORMATION TECHNOLOGY PROFESSIONALS
AITP**

KANSAS CITY CHAPTER BYLAWS

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ARTICLE I -- NAME OF CHAPTER

The name of this Chapter shall be the ASSOCIATION of INFORMATION TECHNOLOGY PROFESSIONALS (**AITP**)
-- KANSAS CITY CHAPTER

ARTICLE II -- PURPOSE AND LIMITATIONS

Section 1 - Purpose

The purpose of this Chapter shall be those purposes as set forth in the Articles of Incorporation and Association Bylaws of **AITP** and to:

- 1.01 Provide cooperation in achieving the objectives of **AITP**.
- 1.02 Assist **AITP** in the implementation and carrying out of its various programs and activities.
- 1.03 Provide cooperation with **AITP** in the development of technical and educational material for the field of information technology; and the encouragement of sound, proper and ethical practices.
- 1.04 Provide the necessary organization and leadership to facilitate the exchange of information and experience among members so as to advance and benefit the field of information technology.
- 1.05 Encourage the advancement of the profession of information technology.
- 1.06 Organize and conduct courses of study for the profession and general public under the direction and supervision of **AITP**.

Section 2 - Limitations.

- 2.01 All actions of this Chapter shall be in accordance with the Association Bylaws and regulations of **AITP**.
- 2.02 The Chapter shall not obligate or otherwise make **AITP** liable for any expenditures or commitments, unless such expenditures or commitments shall first have been approved by **AITP**.
- 2.03 The Chapter shall not undertake any action or practices which would cause it to be no longer eligible for exemption from the payment of federal income taxes as a tax exempt organization within the meanings of section 501(c)(6) of The Internal Revenue Code of 1954 as amended, or the corresponding provisions of any future United States revenue law.

ARTICLE III -- ORGANIZATION

Section 1 - Chapter Organization

This Chapter is chartered by approval of the Region President in which the Chapter will be located and the **AITP** Executive Director, who issues the charter, of **AITP** for the jurisdiction of the Kansas City Chapter.

Section 2 - Chapter Requirements

- 2.01 The Chapter accepts and subscribes to the Association Bylaws of **AITP**.
- 2.02 The constitution, bylaws and rules of this Chapter shall not in any way conflict with the Association Bylaws.

- 2.03 The charter of this Chapter may be revoked by the **Association Board of Directors** of **AITP**, if, in its judgment, this Chapter has been guilty of conduct contrary to the best interests of **AITP**, or in conflict with the Association Bylaws or its rules and regulations, or these Chapter Bylaws.

ARTICLE IV -- Membership

Section 1 - Classes of Membership

- 1.01 There shall be two classes of membership:
- 1.01.1 Regular
 - 1.01.2 Honorary
- 1.02 Each membership shall be in the name of an individual and each member shall be approved individually.

Section 2 - Regular Members.

- 2.01 Regular membership in this Chapter shall be granted by the Board of Directors to persons of good character who are or who have been employed in the management information resources profession including, but not limited to, positions as managerial personnel staff, sales, services or educators.
- 2.02 Those persons who were designated as "Fellow members" on or before June 30, 1975, shall continue to be so identified until such time as their membership may terminate provided they continue to qualify for Regular membership as defined by these bylaws. Such "Fellow members" shall have all rights and prerogatives that accrue to Regular members as specified in these bylaws.

Section 3 - Honorary Membership

Honorary membership in this Chapter shall be granted at the discretion of the Chapter Board of Directors to those persons of good character who qualify for Honorary membership pursuant to the Association bylaws.

Section 4 - Application for Membership.

- 4.01 All applicants for membership must be sponsored by a Chapter member in good standing.
- 4.02 All applications for membership must be in writing and presented by the sponsor on the Association's currently approved "Application for Membership" form. The application form shall be accompanied by payment of Association and Chapter dues and shall be addressed to the chairperson of the Chapter Membership Committee.
- 4.03 The Chapter Membership Committee shall, after proper investigation, recommend acceptance or rejection of the applicant to the Chapter Board of Directors.
- 4.04 Membership denials shall be subject to a membership denial procedure as adopted or amended from time to time by the Chapter Board of Directors.
- 4.05 By submitting a completed and signed application for membership in the Association, each applicant releases and holds harmless the Association, its Chapters and their respective officers, directors,

employees and agents from and against any claims, demands or liability whatsoever related to the application, interpretation, or enforcement of the application denial procedure by the Association.

- 4.06 A completed direct membership application sent from Headquarters to the Chapter Board of Directors will be considered to be automatically approved if the Chapter does not notify Headquarters of approval or denial within 60 days from the Headquarters mailing date as identified by postmark.
- 4.07 If the Chapter has difficulty verifying the credential of an applicant, one 30-day extension per applicant will be granted if requested by the Chapter in writing prior to the end of the initial 60-day period.

Section 5 - Continuing Membership.

A Chapter member, upon transfer, promotion or retirement from active information technology activities, shall continue as a member in good standing of the Chapter except as otherwise provided in the bylaws and standing rules.

Section 6 - Suspension or Termination of Membership.

The Chapter Board of Directors shall have the power to suspend or expel from the Chapter any member for conduct considered to be contrary to the best interests of the Chapter and the Association. Such action shall be taken only after due notice, in writing, has been given to the member in question, and provided further, that such is only taken in accordance with procedures established by **AITP**, and when taken, shall be reported immediately to the **AITP** Executive Director for appropriate action.

ARTICLE V -- MEETINGS

Section 1 - Annual Business.

An annual Chapter business meeting for the election of officers and directors and for the transaction of other business relative to the affairs of this Chapter shall be held no later than thirty (30) days prior to the end of the Fiscal Year. The Chapter Secretary shall send notice of the annual meeting to each member of the Chapter at least 5 days in advance of the meeting.

Section 2 - Board of Directors.

The Board of Directors shall meet a minimum of six times each year. The time, date and location of each meeting shall be at the discretion of the Chapter President who shall cause notice to be sent to each director at least 5 days in advance of each meeting.

Section 3 - Regular Meetings.

There shall be regular monthly meetings of the Chapter membership each month of the year. Eight of these meetings shall be instructive or promotional with respect to the purposes of the Chapter. The time and place of meetings shall be determined by the Board. All members shall be notified at least five days in advance as to the time, place and program for each meeting.

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Section 4 - Special Meetings.

Special meetings may be held at any time upon the authorization of the Board of Directors, or by written request of 25 percent of the Chapter membership, and notice of which shall be sent to the members of the Chapter by the Secretary at least ten days in advance of the meeting.

ARTICLE VI -- GOVERNING BODY

The Government of this Chapter shall be vested in its Board of Directors.

Section 1 - Board of Directors.

- 1.01 The Board of Directors shall consist of a minimum of seven (7) Regular members for a membership of twenty five or less. One additional Director shall be added for each additional 15 members. Chapter officers, by virtue of their office, if not already members, shall also be members of the Board of Directors, as will be the immediate past president, and their number shall be included to determine the allowable maximum of twelve (12).
- 1.02 Officers and directors shall be elected prior to the end of the Chapter fiscal year by the Chapter membership. An officer shall serve for a term of one (1) year and until his or her successor is elected. A director shall serve for a term of one (1) year and until his or her successor is elected. Newly elected officers and directors shall take office on the first day of the new fiscal year.
- 1.03 The Board of Directors shall manage the affairs and assets of the Chapter. A majority of the Board members present at a duly called meeting with a quorum present shall approve all expenditures, but never more than available funds. In case of dissolution of the chapter, the Board shall distribute the assets of the Chapter to **AITP**, or to such other tax exempt organization selected by the Chapter Board of Directors.

Section 2 - Disqualification.

Any Director who fails to attend three (3) meetings of the Board of Directors and who has not provided for their proxy, given in writing, to be voted at those meetings shall cease to be a member of the Board of Directors.

Section 3 - Vacancies.

In the event of a vacancy on the Board of Directors the remaining members of the Board of Directors shall appoint a replacement to fill each vacancy until the next annual election.

ARTICLE VII -- REGION DIRECTOR

Section 1 - Selection.

The Region Director of the Chapter shall be a Regular member and shall be elected by the Chapter members for an initial term of two (2) years and may be reelected for additional terms of one (1) year each. If the Region Director is elected to an Association office or the position of Region President, a new Region Director will be appointed. Where election is required, the Chapter President may appoint, with approval of the Chapter Board, a substitute Region Director to serve until the next annual election. No person holding a Regular membership in more than one chapter may serve a Region Director for more than one of said chapters. The Region Director shall be a voting member of the Chapter Board of Directors.

Section 2 - Duties.

The Region Director shall represent the Chapter at all scheduled Region Board of Director meetings. The Region Director shall be responsible for a full report of the actions and decisions of the Region Board of Directors to the Chapter Board of Directors.

Section 3 - Vacancy and Substitute.

If a Region Director ceases to qualify as a Regular member, his or her Region Directorship shall automatically be terminated. The credentials of a Region Director may be endorsed to another Regular member of the Chapter who will act as a substitute for any session of the Region Board, by the joint signatures of the Region Director, and the Chapter President or Secretary. In the absence of the Region Director, such endorsement will be permitted by the joint signatures of any two officers of the chapter.

ARTICLE VII -- OFFICERS

Section 1 - Designation

The elected officers of the Chapter shall be President, Executive Vice President, Secretary and Treasurer.

Section 2 - Duties of the President.

The President shall be the chief executive officer of the Chapter. The President shall preside at all meetings of the Chapter and its Board of Directors, and shall call such meetings as he or she deems necessary. It shall be the duty of the President to exercise general supervision over the activities and welfare of Chapter and keep in constant touch with the other Chapter Officers and members of the Board of Directors relative to matters of policy. The President shall be an ex-officio member of all Chapter committees, with the exception of the Nominating committee. The President shall not over two (2) consecutive terms.

Section 3 - Duties of the Executive Vice President

The Executive Vice President shall, in the absence of, or during the incapacity of the President, as determined by the Board of Directors, perform all duties and assume all responsibilities of the President until the Board of Directors shall revoke such authority.

It shall be the responsibility of the Executive Vice President to coordinate the activities of all Chapter committees. The Executive Vice President shall serve as chairperson of the Program Committee.

Section 4 - Duties of the Secretary.

The Secretary shall take the minutes and record attendance of all monthly Board of Directors meetings. All Chapter records, except financial and committee records, shall be under the control of the Secretary.

The Secretary shall forward all membership records to **AITP** Headquarters promptly and maintain file of the correct names and addresses of all Chapter members.

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The Secretary shall be required to keep such records and prepare such reports as may be requested by the Chapter or by **AITP** Headquarters.

Section 5 - Duties of the Treasurer.

The Treasurer shall receive and disburse the funds of the Chapter, and shall keep and preserve proper vouchers and books of accounts, which shall be open to inspection by the Board of Directors and subject to audit at any time by an Auditing Committee duly appointed by the President.

The Treasurer shall deposit Chapter funds in such banks as may be approved by the Board of Directors and shall disburse money only for approved investments or upon approved vouchers and in accordance with procedures approved by the Board of Directors. All checks drawn upon the funds of the Chapter shall be signed by the Treasurer and the President or the Executive Vice President.

The Treasurer shall submit a monthly financial report to the Board of Directors, an annual report to the Chapter membership and such reports as may be requested by **AITP**.

Section 6 - Duties of the Immediate Past President.

The Immediate Past President shall meet with the Board of Directors, and shall function to counsel and to serve in an advisory capacity to the President. The Immediate Past President shall meet regularly with the Board of Directors for the purpose of reviewing Chapter operations and procedures and recommending to the Chapter President any which are considered desirable for the more efficient operation of the Chapter.

The Immediate Past President shall serve as chairperson for the Past Presidents Steering Committee.

ARTICLE IX -- ACQUISITION AND MANAGEMENT OF PROPERTY AND FUNDS

Section 1 - Management of Assets

The Chapter Board of Directors shall manage and control the assets and property of the Chapter.

Section 2 - Funds

Funds may be raised by annual dues or in any other manner approved by the Board of Directors. Such funds as are necessary to defray the expenses of the operation of the activities of the Chapter shall be approved and transferred by the proper officers to an operating account or to such other fund accounts as the Board of Directors shall from time to time deem advisable to establish.

Section 3 - Association Dues

Assessed Association dues in the amount prescribed by the Association for each member shall be forwarded to Headquarters of **AITP**.

Section 4 - Chapter Dues

In addition to the Association Dues, the Chapter Board of Directors may levy additional dues upon Chapter members for the sole benefit of the Chapter, provided such benefits are for purposes consistent with the general aims and purposes of the Chapter.

Section 5 - Payment of Annual Dues

The annual Association and Chapter dues shall be in such amount and payable on such date and in such manner as may be prescribed by the Association Board of directors for Association dues and by the Chapter Board of Directors for Chapter dues. Dues, if paid by someone other than the member, may be credited from one member to another when requested by the payor.

Section 6 - Delinquency

Members who have not paid their dues within ninety days of the billing date shall automatically be dropped and shall cease to be members, and shall no longer be eligible for any membership benefits. The Chapter and **AITP** Headquarters shall cooperate in encouraging prompt payment of dues.

Section 7 - Resignation

Any member may resign at any time, but such resignation shall not become effective until accepted by the Board of Directors of the Chapter and all dues and obligations to the Chapter and the Association have been paid in full. Those submitting resignations shall not entitled to rebates of dues paid.

Section 8 - Fiscal Year

The Chapter's Fiscal year shall coincide with that of the Association.

Section 9 - Liabilities

The Board of Directors shall have no power to assume liabilities in behalf of the Chapter for an amount in excess of the current funds of the Chapter. The Chapter shall never pay, assume or become responsible for the personal or unapproved debts or liabilities of any individual member, officer or director of the Chapter.

ARTICLE X -- COMMITTEES

Section 1 - Standing Committees

The President, with the approval of the Board of Directors, shall appoint the chairperson of the following Standing Committees from among the members of the Chapter.

All Committee Chairpersons shall be selected within three (3) months of the beginning of the Fiscal year.

The chairperson shall select the necessary number of members to complete each committee except as otherwise provided in this Article. These Committees shall perform such responsibilities as may be assigned by the Chapter Board of Directors and shall be as follows.

- 1.01 Membership Committee -- Whose duty it shall be to investigate applications for membership and recommend acceptance or rejection to the Board of Directors in accordance with these Bylaws.
- 1.02 Nominating Committee -- Whose duty it shall be, prior to the annual business meeting, to prepare nominations for directors and officers and ascertain the availability of such nominees to serve in those positions. The Nominating Committee shall be comprised of at least **three** Regular Members.

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- 1.03 Auditing Committee -- Whose duty it shall be to audit the books of the Chapter Treasurer at the close of the fiscal year, shall be appointed annually.
- 1.04 Program Committee -- Whose duty it shall be to make all arrangements for regular meetings of the Chapter. The **Executive** Vice President shall serve as Chairperson.
- 1.05 Education Committee -- Whose duty it shall be to establish educational programs for the Chapter membership as well as for individuals interested in information technology.
- 1.06 Publicity Committee -- Whose responsibility shall be to make certain that all membership meetings, as well as other activities, are duly publicized and that a monthly newsletter is provided to members.
- 1.07 Bylaws Committee -- Whose responsibility shall be to review the Chapter Bylaws and make recommendations as are necessary to keep the bylaws up to date. Special attention is to be given to approved amendments to the Association Bylaws which affect Chapter Bylaws.

Section 2 - Special Committees

Additional committees deemed necessary shall be appointed by the President, with the approval of the Board of Directors.

ARTICLE XI -- STANDING RULES

Section 1 - Establishment of Rules

The Board of Directors may formulate standing rules to supplement these Bylaws, so long as they are consistent with these Bylaws and with Association Bylaws.

Section 2 - Approval

Standing rules may be adopted by a two thirds vote of the Board of Directors at any regular or special meeting of the Board. Notice of a proposal for a new standing rule shall be submitted to each member of the Board of Directors at least ten days prior to such regular or special meeting.

By majority vote of the members at any regular or special meeting of the Chapter, the said Standing Rules may be suspended.

ARTICLE XII -- RESTRICTIONS

This Chapter shall be non-racial, non-partisan, non-sectarian and shall wholly abstain from any political or labor affiliation or endorsements for public office.

ARTICLE XIII -- OFFICIAL PUBLICATION

This Chapter will publish a monthly newsletter and shall be the official publication of the Chapter.

ARTICLE XIV -- RECORDS

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The Chapter shall keep correct and complete books and records of accounts and shall keep minutes of the proceedings of its members, Board of Directors and committees having any of the authority of the Board of Directors, and shall keep at the registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records of the Chapter may be inspected by any member or his/her agent or attorney for any proper purpose at any reasonable time.

ARTICLE XV -- QUORUM

Section 1 - Members

One fourth (1/4) of the members of the Chapter constitute a quorum at any meeting or special election. Proxies are not allowed at these meetings.

Section 2 - Board of Directors

A two thirds (2/3) majority of the Board of Directors, including properly registered proxies, shall constitute a quorum.

Section 3 - Proxies.

Members of the Board of Directors shall hold only one proxy per meeting with the President allowed none.

ARTICLE XVI -- RULES OF ORDER

Rules contained in "Robert's Rules of Order, Revised" most recent edition, shall govern this Chapter in all cases to which they are applicable, provided they are consistent with the Bylaws and standing rules of this Chapter.

ARTICLE XVII -- BYLAW AMENDMENTS

Section 1 - Initial Submission

Proposed amendments to these Bylaws may be submitted in writing to the Secretary by any member of the Board of Directors or by any member of the Chapter. The Secretary shall promptly notify all Directors.

Section 2 - Procedure

Any proposed amendment must be submitted to and approved by the Chapter Board of Directors at least 30 days in advance of any annual or special meeting. A copy of the proposed amendment shall be sent to each Chapter member at least ten days in advance of the meeting at which any amendment is to be submitted to a vote.

Amendments to these Bylaws shall be made at any business meeting or any special meeting of the Chapter by a two thirds vote of the members present, providing a quorum is in attendance.

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Before becoming effective, any such amendment must be submitted to and approved by the Region President. The Chapter Secretary shall send Three (3) copies of updated Bylaws or standing rules (or amendments) with a properly filled out transmittal form to the Region Bylaws Chairperson.

The Region Bylaws Chairperson shall review the changes for compliance with Association Bylaws and upon approval, sign the transmittal form and forward all documents to the Region President. If they are not in compliance with Association Bylaws the Region Bylaws Chairperson shall attach appropriate comments and forward all documents to the Region President.

If approved, the Region President will make two copies of the transmittal form and forward a copy of all material to: Chapter Region Director, Region Bylaws Chairperson and **AITP** Headquarters.

If not approved the Region President will return one copy to the Chapter Region Director with appropriate comments.

APPROVED BY CHAPTER 11/10/98