



Constitution and Bylaws

CONSTITUTION AND BYLAWS of the **WICHITA MANUFACTURERS ASSOCIATION**

(As adopted by the Board of Directors, October 3, 1967, and made a part of the corporate records of the Wichita Manufacturers Association on November 21, 1967, and as amended from time to time.)

Updated November 2006

Updated April 2015

ARTICLE I - NAME, LOCATION AND SLOGAN

The name of the organization shall be the Wichita Manufacturers Association, and the location of its principal offices shall be Wichita, Sedgwick County, Kansas. The slogan shall be, "What Wichita Makes, Makes Wichita."

ARTICLE II - OBJECTIVES AND PURPOSES

1. To promote the general welfare of the manufacturing interests of Wichita, Kansas, and the immediate trade area.
2. To educate the public regarding the manufacturing companies of the Wichita, Kansas, trade area, and their products. The Wichita, Kansas, trade area is defined to include the State of Kansas, but not necessarily to be limited to the State of Kansas.
3. To meet at members' plants so as to acquaint the members of the Association with one another and with their products and operations. To meet at production facilities, places of business, or such other meeting place as designated by the Executive Committee to promote the interest of members in non-members' facilities.
4. To attract, advise and assist other manufacturers who may wish to locate in this city or immediate trade area.



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5. To promote and develop scientific research in production, distribution, marketing and such other fields as may advance the interests of the manufacturing industry and to collect and distribute statistics and other information among its members.
6. To conduct trade promotion activities including, but not limited to, advertising publicity and advance distribution opportunities and methods.
7. To advance lawful and fair trade practices, customs and usage.
8. To foster and promote a better understanding between employer and employee.
9. To promote interest in management education and planning for member companies.
10. To sponsor appropriate education opportunities for our high school, college and university students.
11. To provide support to individuals, associations, organizations, etc., who promote or advocate interest in the free enterprise system. All requests for financial support must be considered by the Executive Committee and are subject to a majority vote of the Executive Committee.

ARTICLE III - MEMBERSHIP AND DUES

Section 1: Definition of Member

The term member as used herein shall mean any person, firm, company or corporation interested in manufacturing and approved by the Executive Committee for membership.

Section 2: Eligibility

Any person, firm, company or corporation meeting the requirements of the above definition, and having a plant, factory, location facility located in the Wichita, Kansas, trade area, shall be eligible for membership.

Section 3: Classes of Members



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The membership of the Association shall be divided into the following classifications:

Active: Any member meeting the requirements of Article III, Section 1 and Section 2, shall be classed as an active member and shall be entitled to one vote at any Association meeting and to hold any office in the Association.

Corporate: Corporate membership shall be available in two options:

1. Gold membership with the option to provide tour meeting attendance for up to 6 individuals
2. Silver membership with the option to provide tour meeting attendance for up to 3 individuals

Each corporate membership is allowed one voting member who is designated as the prime member. The prime member is the designated contact for the Corporate Membership and will identify the Corporate Members who are eligible to attend the tour meetings. The prime member is afforded the same privileges as an active member.

Honorary: Honorary members shall be:

- 1) Past presidents of the Association (upon application to the Executive Committee)
- 2) The President of The Wichita Area Chamber of Commerce, and
- 3) Such other persons as the Executive Committee shall elect.
- 4) Eligible for all activities of the association except for the right to vote and hold office.

Retired: They shall be eligible for all activities of the Association including the right to vote and hold office. Any member who has maintained his membership in the Association for ten years and has retired may



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apply in writing to the Executive Committee for retired member classification. Upon approval of a majority of the Executive Committee, the member shall be classified as a retired member.

Section 4: Representation

The membership of the Association shall consist of persons, firms, companies or corporations as defined in Section 1 and Section 2. No firm, company or corporation may have more than six memberships, exclusive of honorary memberships, unless the firms, companies or corporations have more than one detached facility, and then they may be represented by two additional members from each such facility. The maximum number of members from one firm, company or corporation shall not exceed twelve.

Section 5: Forfeiture of Membership

Any person, firm, company or corporation holding membership in the Wichita Manufacturers Association, which shall after the date of adoption of these Bylaws fail to meet the requirements of Article III, Sections 1 and 2, or which shall fail to pay annual dues by March 1 of the year, shall be suspended and be ineligible for membership until Bylaw requirements are met. The Secretary will so notify such members.

Section 6: Election of Membership

All membership applications shall be submitted as promptly as practicable by the Chairman of the Membership Committee to the Executive Committee, with the Membership Committee's recommendations. Election to memberships shall be the responsibility of the Executive Committee exclusively and requires a majority vote of that body.

Section 7: Annual Dues

The annual dues of the members shall be established by the Executive Committee and may be changed after approval by a two-thirds vote of the members present at any regular meeting of the Association. For services rendered, the annual dues of the Executive Secretary and the Treasurer shall be waived. Honorary and retired members shall be exempted from the payment of



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annual dues, but shall be expected to pay for the dinners of those meetings which they attend. Payment of annual dues is required on or before February 1 of each year. For new membership applications received after the first of August, the dues will be one half of yearly membership for the remainder of the calendar year.

- Section 8: Refund of Annual Dues
In the event of termination of membership, no refund shall be made unless demanded in writing and agreed upon by the Executive Committee.

ARTICLE IV - OFFICERS AND ELECTION

- Section 1: The Officers
The officers of the Association shall be a President, First Vice President, Second Vice President, Treasurer, and Secretary. Duties of these officers shall be those ordinarily performed by such officers with specific responsibilities described herein or as directed by the President.

- Section 2: Board of Directors
The above-mentioned officers, together with the immediate past president and any other persons to be appointed by the President from the membership, shall constitute the Board of Directors, and shall transact any business of the Association with full power and authority. In the event vacancies occur, the President shall have power to fill such vacancies by appointment to the end of the fiscal year. Vacancies among the elective offices may be filled in the same manner. The Board of Directors shall have control of all physical and financial assets of the Association. The attendance of a majority of the Board shall constitute a quorum. Meetings are to be held on call of the President.

Duties of the Directors:

- A. Attend the Board of Directors meetings as called by the President
- B. Serve as members of the Executive Committee
- C. Provide advice, council and continuity for the Association
- D. Handle special assignments as requested by the President

- Section 3: Nominating Committee and Election of Officers



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At the September meeting, the President shall appoint the Chairman and Vice Chairman of the Nominating Committee from the members of the Executive Committee and three (3) additional members from the general membership. This Nominating Committee shall meet and recommend for election at the October meeting candidates for President, First Vice President, Second Vice President, Treasurer and Secretary; but nothing shall prevent any member from nominating from the floor any other candidates for any of said offices. These duly elected officers shall hold office for one (1) year from January 1, following, or until their successors shall have been elected and installed.

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Section 4: Executive Committee

The Executive Committee members shall consist of the Board of Directors and the Chairman of each of the committees defined in Article VI.

Duties of the Executive Committee:

- A. Arrange all activities of the Association through monthly meetings (except for months July and August)
- B. Approve applications for memberships or changes of memberships
- C. Other duties as directed by the President or Board of Directors.

ARTICLE V - TIME AND PLACE OF MEETING

The time of regular meetings shall be during the third week of each month at such place or places as may be arranged and designated by the First Vice President and approved by the Executive Committee. Meeting dates may be changed on approval of the Executive Committee. Special meetings may be held at the call of the President. Regular monthly meetings will be dispensed with during the months of July and August.

ARTICLE VI - COMMITTEE ORGANIZATION AND DUTIES

Section 1: The following standing committees shall be a part of the operations of the Association, and the Chairman of each committee shall be appointed by the President and approved by the Directors to serve for one (1) year.



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- A. Fellowship
- B. Audit
- C. Legislative
- D. Membership
- E. Prize
- F. Program
- G. Publicity and Social Events
- H. Education
- I. Scholarship

The duties and responsibilities of each committee are as follows:

Section 2: Fellowship Committee

Chairman of the Fellowship Committee

- A. Serves as a member of the Executive Committee
- B. Responsible for meeting name tags.
- C. Handles the registration of members and guests at the membership meetings
- D. Promotes fellowship among the members and guests.
- E. Voice and Visual meeting communications set up and operations as needed

Section 3: Audit Committee

Chairman of the Audit Committee

- A. Serves as a member of the Executive Committee
- B. Audits the Association's financial records as maintained by the Treasurer during and immediately after the close of the year and prior to the February Executive Committee meeting
- C. Reports results of audits to the Executive Committee.
- D. Performs annual Bylaw Review
- E. Manages the insurance of the organization as directed by the Executive Committee

Section 4: Legislative Committee

Chairman of the Legislative Committee

- A. Serves as a member of the Executive Committee
- B. Maintains close attention to legislative activity and reports any pending activities that could have an effect on



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members' businesses or be of interest to the general membership.

- Section 5: Membership Committee
Chairman of the Membership Committee
- A. Serves as a member of the Executive Committee
 - B. Secures and recommends applications for membership in the Association to the Executive Committee for approval.
 - C. Prepares and delivers the New Member Certificates.
- Section 6: Prize Committee
Chairman of the Prize Committee
- A. Serves as a member of the Executive Committee
 - B. Obtains door prizes from the membership for all tour meetings and the picnic; no prizes are given at the out-of-town tour meeting
 - C. Distributes the door prizes at the membership meetings and assists with Bingo at the picnic.
- Section 7: Program Committee
Chairman of the Program Committee
- A. Serves as a member of the Executive Committee
 - B. Arranges programs for each membership meeting
 - C. Ensures that the personnel presenting the program are present and introduces them at the proper time.
- Section 8: Publicity and Social Events Committee
Chairman of the Publicity Committee
- A. Serves as a member of the Executive Committee
 - B. Provides information on the Association's activities to the newspaper, radio, and television media and maintains the website.
 - C. Arranges for the Christmas Party and June picnic locations in January of each year
- Section 9: Education Committee
Chairman of the Education Committee
- A. Serves as a member of the Executive Committee



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- B. Maintains a point of contact with schools, colleges, and universities in the area.
- C. Provides an interface between the requirements of the association members as it relates to technical training
- D. Has authority to invite up to a total of four students and their teachers from area technical schools to attend monthly meetings as guests of the Association.

Section 11: Scholarship Committee

Chairman of the Scholarship Committee

- A. Serves as a member of the Executive Committee
- B. Recommends Scholarship funding budget
- C. Works inside and outside the organization for supplemental funding
- D. Coordinates the distribution and collection of applications, reviews applications and makes recommendations of the recipients to the executive committee for approval.
- E. Develops criteria for scholarship selection for approval of the Executive Committee

Section 12: Special Committees

Special Committees shall be created by the President, with the approval of the Executive Committee, as may be deemed necessary to carry on the work of the Association.

ARTICLE VII - DUTIES OF THE OFFICERS

Section 1: President

- A. Presides over monthly membership meetings
- B. Presides over Executive Committee meetings
- C. Appoints members of the Board of Directors with Officers approval
- D. Presides over Board of Directors meetings
- E. Calls Board of Directors and Executive Committee meetings
- F. Appoints the chairman of each standing committee defined in Article VI of the Association's Constitution and Bylaws
- G. Appoints a Nominating Committee at the September Executive Committee meeting consisting of a chairman, Vice-chairman and three at-large members



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- H. Appoints other Committees or Individuals with the approval of the Executive Committee as may be deemed necessary to carry on the work of the Association

Section 2: First Vice President

- A. Serves as a member of the Board of Directors and Executive Committee
- B. Arranges tours for the general membership including pre-tours, catering, tables/chairs, and other arrangements as required
- D. In the absence of the President, performs the duties of the President
- E. Substitutes for the President as requested.

Section 3: Second Vice President

- A. Serves as a member of the Board of Directors and Executive Committee
- B. Assists First Vice President in tour arrangements including pre-tours
- C. In the absence of both the President and First Vice President, performs the duties of the President
- D. Substitutes for the President or First Vice President as requested

Section 4: Treasurer

- A. Serves as a member of the Board of Directors and Executive Committee
- B. Receives and disburses all funds for the Association
- C. Maintains a formal set of records in accordance with acceptable accounting practices
- D. Makes financial reports to the President, the Board of Directors, the Executive Committee, and the membership of the Association
- E. Provides the Auditing Committee with complete record of transactions.

Section 5: Secretary

- A. Prepares and mails monthly membership meeting notices



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- December
- B. Attends, records, and transcribes minutes of the Executive Committee meetings
 - C. Prepares and mails monthly Executive Committee meeting notices, minutes of previous Executive Committee meetings, and the meeting agenda to Executive Committee members
 - D. Mails membership billings no later than the first of
 - E. Provides focal point and continuity for the Association
 - F. Maintains a list of paid memberships and prepares roster for printing of a directory by the end of March each year, and mails directories to the members with the April meeting notices
 - G. Notifies members who have failed to meet the requirements of Article III, Sections 1 and 2, or who have failed to pay annual dues by March 1 of the year
 - H. Makes name tags for members and ensures that the Chairman of the Fellowship Committee receives the Name tags
 - I. Receives the Association's mail and directs all funds received to the Treasurer, and other correspondence to the President

ARTICLE VIII - AMENDMENTS AND RULES OF ORDER

- Section 1: Amendments to Bylaws
These Bylaws may be amended by vote of two-thirds of the members present at any regular membership meeting, provided such amendments are given in writing, or read and filed with the Executive Secretary at the previous regular membership meeting.
- Section 2: Rules of Order
Robert's Rules of Order shall prevail.