



## **BYLAWS**

### **ARTICLE I: Name**

The name of this organization shall be KENTUCKY TRANSPORTATION EMPLOYEES' ASSOCIATION.

### **ARTICLE II: Object**

The object of the Kentucky Transportation Employees' Association shall be:

- A. To promote and encourage the construction and maintenance of good transportation modes in the entire Commonwealth of Kentucky.
- B. To stimulate in the people of Kentucky an active interest in transportation improvement and transportation safety.
- C. To foster the recognition of loyal service to the Cabinet.
- D. To promote better relationships between Cabinet employees and to initiate and support programs which will benefit and help all employees.
- E. To be nonpartisan.

### **ARTICLE III: Membership**

#### Section 1.

Membership of this Association shall consist of three classifications: Members, Retired Members, and Honorary Members. (All Transportation employees are eligible for membership.)

#### Section 2.

Members shall be employees of the Transportation Cabinet and shall be admitted to the Association upon recommendation of the director of their respective district or section and upon payment of dues. Payment of dues may be waived if a new member joins after the yearly payroll deductions have been made for dues.

#### Section 3.

Retired members shall be admitted to the Association upon request made to respective director, or to any officer, and payment of dues applicable to other members.

#### Section 4.

Honorary members shall be those who have been intimately associated with the development and improvement of transportation in Kentucky or who have evidenced a keen interest in the policy of this Association. These shall be elected by the directors.

#### Section 5.

Members shall have the full right to vote in all matters coming before the annual meetings of the Association and as otherwise provided in the Bylaws.

Section 6.

Dues shall be fixed by the Executive Board, but shall not exceed \$8 in any one year.

**ARTICLE IV: Officers, Directors & Executive Board**

Section 1. Officers

The officers of this Association shall consist of a President, a Vice President, a Secretary, and a Treasurer. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Association.

Section 2. Directors

There shall be a Director from each Highway District and six Directors from the Central Office of the Cabinet. No two Directors shall be from the same Division.

Section 3. Executive Board

The Executive Board shall consist of the Officers and the Directors. The Executive Board shall have full power and authority over the affairs of the Association except any item mentioned in these Bylaws as being reserved for its membership.

Section 4. Nominations

At a regular meeting held prior to the June meeting, nominations for each office shall be made by the Executive Board of Directors present. It shall be the duty of the Executive Board of Directors present to nominate candidates and elect officers for each office to be filled at the meeting in June.

Section 5. Elections

The officers shall be elected by the Executive Board, as stipulated in Section 4 of Article IV hereinabove, to serve two years or until their successors are elected. Their term of office shall begin July 1 of each even year and end June 30, two years hence, except as otherwise stated in this section. A majority vote of the Executive Board present and voting will be required to declare the election.

A. Qualifications of Officers and Director:

1. President must be a member in good standing of the Executive Board having served a minimum of one term (two years) on the Executive Board prior to becoming President.
2. Vice President must be a member in good standing having served a minimum of one term (two years) on the Board.
3. Secretary must be a member in good standing having served one term (two years) on the Board.
4. Treasurer must be a member in good standing having served one term (two years) on the Board.
5. Director must be a member in good standing.

Section 6. Vacancies

- A. Vacancies in the offices of President, Vice President, Secretary, and Treasurer shall be filled for the unexpired term by a majority vote of the Executive Board.
- B. Vacancies in the office of Director shall be filled for the unexpired term by a majority vote of the Executive Board; the election shall be called by the President.

Section 7. Duties of Officers

- A. The President shall direct the affairs of the Kentucky Transportation Employees' Association as its administrative officer and shall preside at all meetings of the Association and at all meetings of

the Executive Board and shall perform such other duties as described by the parliamentary authority adopted by the Association.

- B. The Vice President shall assume the duties of President in absence of the President or when the President is unable to serve and shall perform other duties as assigned by the President and Executive Board.
- C. The Secretary is to keep a record of all the proceedings of the Association and the Executive Board; to keep on file all reports, to keep the Association official membership roll; to send to the Executive Board notice (known as the call of the meeting) of each meeting; to prepare prior to each meeting an order of business or agenda for the use of presiding officer; and other duties as assigned by the President and Executive Boards. The secretary may be paid a salary to be fixed by the Executive Board.
- D. The Treasurer shall receive and disburse all funds of the Association under the direction of the Executive Board. The Treasurer shall execute bond, the premium for which shall be a proper charge upon the funds of the Kentucky Transportation Employees' Association. The Treasurer may be paid a salary to be fixed by the Executive Board.

#### Section 8. Disbursement of Funds

The Executive Board may provide for the disbursement of funds, either by special or general authorization, and may authorize the employment of persons such as attorneys, insurance coordinator, or any other persons as may be necessary to promote the policies and purposes of the Association. They may provide for such expenditures as are necessary and proper to carry out the policies or objectives of the Association and to educate the general public as to the merits of such policies. No indebtedness or expenditures beyond funds on hand shall be made. Funds surplus to current needs may be invested in any manner permitted by Kentucky law for investment of funds.

#### Section 9.

Each Director shall be responsible for his particular section or district and shall perform such administrative duties as shall be assigned to him by the members of his particular section or district or which may be assigned to him by the President.

#### Section 10.

All officer and directors except the Secretary and Treasurer shall serve without compensation.

### **ARTICLE V: Meetings**

#### Section 1. Executive Board Meetings

A regular meeting of the Executive Board shall be held at least once during each quarter in Frankfort, Kentucky. The Executive Board may meet at other times and places designated by the call of the President or by a majority of the Directors.

#### Section 2. Executive Board Quorum

A majority of the Executive Board shall constitute a quorum a regular meeting.

#### Section 3. Proxies for Directors

Each Director shall select and report to the President a single, designated proxy. The proxy shall be a member in good standing and work within the same representative jurisdiction as the Director. At the discretion of the Director, the proxy may serve as a substitute and vote in place of the Director at Executive Board Meetings. There shall not be a proxy for any of the Officers.

#### Section 4. General Membership Meeting

Meetings for the entire membership may be held upon call of the President at the times and places

designated by the Executive Board. The President shall call a meeting for the entire membership upon the written request of fifty of the members. Notice of any called meeting of the entire membership shall be sent to all the membership at least ten days before the meeting is to be held. Voting at such meetings may be in person or by proxy.

#### Section 5. General Membership Quorum

A quorum of fifty members shall be required for the transaction of business at any meeting of the entire membership.

### **ARTICLE VI: Committees**

#### Section 1. Standing Committees

There shall be the following standing committees: Bylaws, Finance, Fringe Benefits and Legislative, Membership, Scholarship, and such others as the Executive Board may authorize.

#### Section 2.

The President may be empowered by the Executive Board to appoint the membership of any standing committees. The President shall have the authority to appoint any special committees which the Board deems necessary to carry out the work of the Association.

#### Section 3. Auditing Committee

An Auditing Committee of three members shall be appointed by the President to audit the Treasurer's accounts before the expiration of the two-year term of office.

#### Section 4.

The President shall be ex-officio a member of all committees except the Nominating Committee.

### **ARTICLE VII: Parliamentary Authority**

The rules contained in the current edition of Roberts Rules of Order Newly Revised, 1990 Edition, or any current edition thereafter shall govern this Association in all cases to which they are applicable and in which they are not inconsistent with the bylaws and any special rules of order the Association may adopt.

### **ARTICLE VIII: Disposition of Funds**

In the event of dissolution, any assets of the Kentucky Transportation Employees' Association remaining after all liabilities and debts of the Association are paid shall be placed in a trust fund for scholarships for the children of Transportation Cabinet employees (active or retired) and to be managed as directed by the outgoing Executive Board.

### **ARTICLE IX: Amendments**

These bylaws may be amended at any regular or called meeting of the Kentucky Transportation Employees' Association Executive Board by a two-thirds vote provided that a notice has been given to the Executive Board at least ten days prior to the meeting at which action is to be taken.