

**CITY OF ABILENE, KANSAS
ABILENE SISTER CITIES ADVISORY BOARD**

BY-LAWS

ARTICLE I. *PURPOSE and ORGANIZATION*

Section 1. The *Abilene Sister Cities Advisory Committee*, hereinafter referred to as the **Board**, was created by authority of the City Commission of *Abilene, Kansas* by ordinance 2922, section 1-812.

Section 2. The purpose of the **Board** is to seek, support, coordinate, foster and develop *Sister City* exchange programs of an educational or charitable nature. The **Board** shall make recommendations to the governing body in matters relating to municipally sponsored programs, exchanges and activities involving the *Abilene Sister City, Minori, Japan.*

ARTICLE II. *PURPOSE and DUTIES OF THE BOARD*

Section 1. The **Board**, after qualifying as provided by law, shall be vested with the following powers and authority:

- a. To sponsor exchange activities including social events that provide cultural enrichment of an educational or charitable nature.
- b. To encourage such activities that may result in greater cultural understanding and subsequent governmental relationships.
- c. To appoint such project subcommittees as best fulfill the obligations of the **Board**.
- d. To raise and receive monies and accept any gift or donation to the *Sister Cities Board* and administer the same.
- e. To develop and submit a proposed annual budget to the *City Commission* for approval.
- f. To approve all purchases and bills submitted for payment.

Section 2. The Board shall take action on all formal matters, as requested in an official manner

ARTICLE III. MEMBERSHIP

- Section 1.** The **Board** shall consist of no more than **nine (9)** members appointed by the city commission.
- Section 2.** Members shall normally be appointed for a three-year term and will serve until their successors are appointed and qualified for office.
- Section 3.** Members may be reappointed when the three-year term expires.
- Section 4.** Any vacancies in the membership of the **Board** shall be filled by the appointment of a member by the city commission; for the unexpired term of a member whose office is vacant.
- Section 5.** All members of the **Board** shall serve **without** compensation.
- Section 6.** The President of the *Friends'* organization (or his/her designee) shall represent the *Friends'* organization to the Board.
- Section 7.** Any **Board** member who has an unexcused absence for three (3) consecutive regular meetings shall be deemed to have resigned and the city commission shall appoint a successor.

Written notices hereunder shall be delivered by registered mail to the members last known address.

ARTICLE IV. OFFICERS *and* THEIR DUTIES

- Section 1.** The officers shall be elected from *the Sister City Committee*. *The officers* shall consist of the **Chairperson, Vice Chairperson, Secretary, Treasurer, and Correspondence Secretary**. **Secretary** shall be **The Director of The Convention and Visitors Bureau** and shall serve as an *ex-officio* member (this position is appointed by the City Commission).
- Section 2.** The **Chairperson** shall appoint a *Nomination Committee* to present candidates for office at the **annual** meeting in **October**. Officers shall be elected by voice vote.
- Section 3.** The term of office for officers shall be **one** year and will coincide with the calendar year. Officers elected prior to the annual meeting following the adoption of the by-laws, will serve until the annual meeting. If a vacancy occurs in any office, the *Nominating Committee* shall present candidates for such vacant office.

Section 4. THE DUTIES OF THE OFFICERS ARE AS FOLLOWS:

- a. **CHAIRPERSON:** The **Chairperson** shall preside at all meetings of the **Board**, appoint the **chairperson** of standing and special committees, serve as an *ex-officio* member of all committees, sign and execute all documents of any kind required or authorized to be signed by the **Board**; and shall perform such other duties as may be prescribed in these by-laws or as assigned by the **Board**.
- b. **VICE-CHAIRPERSON:** The **Vice-Chairperson** shall act as an aide to the **Chairperson**; perform the duties of the **Chairperson** in the absence of that officer.
- c. **SECRETARY:** The **Secretary** shall keep an accurate record of the proceedings of all meetings of the **Board**; maintain and preserve the records of the **Board**; send notices of meetings to all members of the **Board**.
- d. **TREASURER:** The **Treasurer** shall maintain the financial records of the **Board**, handle financial transactions (disbursements and reimbursements) make regular reports to the **Board**.
- e. **CORRESPONDING SECRETARY:** The **Corresponding Secretary** will assist with the **Board's** correspondence as needed.

ARTICLE V. MEETINGS

- Section 1.** Regular meetings of the **Board** shall be held monthly or as the **Board** deems necessary. Adequate notice shall be given of the date and location for meetings as required by law.
- Section 2.** The regular meeting held in **October** shall be the **annual** meeting.
- Section 3.** Special meetings may be called by the **Chairperson** or by any three members of the **Board** by giving notice at least twenty-four (24) hours in advance of said special meeting to all members of the **Board**.
- Section 4.** A quorum shall consist of a majority of the appointed and qualified members of the **Board**. The members present at a duly called or held meeting at which a quorum is present may continue to do business until adjournment.
- Section 5.** All meetings of the **Board** shall be conducted in accordance with **Roberts Rules of Order**, except insofar as modified by these by-laws and the rules and procedures adopted by the **Board**.

ARTICLE VI. FRIENDS' ORGANIZATIONS

A *Friends'* organization shall be established for each *Sister City*. The president of each *Friends'* organization (or his/her designee) will report *Friends'* activities to the *Sister Cities Advisory Board* at each regular meeting. The *Sister Cities Advisory Board* shall in no way be subject to the control or review by any *Friends'* organization.

ARTICLE VII. STANDING and SPECIAL COMMITTEES

Special Committees as are considered necessary shall be appointed by the **Chairperson** and ratified by the **Board**. Such as: issues involving, but not limited to exchange students, scholarships, travel, fundraising, host families and delegations (youth and adults) etc.

ARTICLE VIII. ANNUAL REPORT

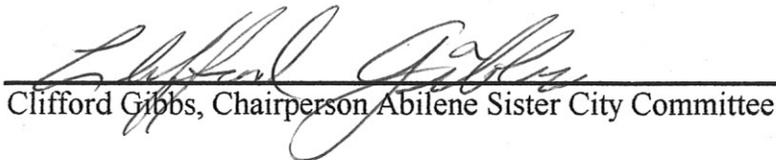
The *Sister Cities Advisory Board* shall make annual reports not later than May 31 of each year, covering the preceding calendar year. Such reports are to be filed with the **City Clerk**. In addition to a record of activities and involvement, the report will cover all financial transactions involving monies raised and received and any gifts or donation.

ARTICLE IX. AMENDMENTS

The **Board** may amend these by-laws by a majority vote and approval of the **City Commission**. Provided that the amendment has been submitted in writing at the previous regular meeting (*copy to the City Commission*). Each member of the **Board** shall be sent a copy of the proposed amendment in the notice of the meeting.



John Zutavern, Mayor



Clifford Gibbs, Chairperson Abilene Sister City Committee

AN ORDINANCE ESTABLISHING THE SISTER CITY BOARD AND PROVIDING FOR MEMBERSHIP AND ORGANIZATION OF SUCH BOARD.

Be It Ordained by the Governing Body of the City of Abilene, Kansas, that:

Section 1. There is hereby established a Sister City Board for the purposes and with membership and organization set forth herein.

Section 2. The Sister City Board shall consist of nine (9) members, who shall be appointed by the Governing Body for three (3) year terms commencing on the first day of October, provided that initial appointments shall be for such terms as to allow for annual appointments of three (3) positions. The Director of the Convention and Visitors Bureau shall serve as Secretary and *ex officio* member of the Sister City Board.

Section 3. The Sister City Board shall make recommendations to the Governing Body in matters relating to municipally-sponsored programs, exchanges and activities involving the Sister City, Minori, Japan.

Section 4. The Sister City Board shall be organized and operate according to bylaws and policies developed by the Sister City Board and duly approved by the Governing Body.

Section 5. This ordinance shall be effective upon publication in the official city newspaper.

Passed on this 28th day of September, 1998.




LYNN PETERSON
Mayor


DORIS M. ARNESON
City Clerk

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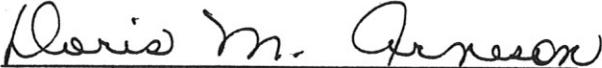
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