

LEADERSHIP COFFEYVILLE BYLAWS

ARTICLE I - GENERAL

Section 1. Name. This organization shall be known and designated as Leadership Coffeyville, Inc. and qualifies as a 501 C(3) organization under the Internal Revenue Code.

Section 2. Mission. The mission of Leadership Coffeyville is to build a foundation of leaders to benefit the community of Coffeyville. The sole purpose of Leadership Coffeyville is to develop leaders who will share with others the leadership skills they have learned and who will assume an active role in making a difference in our community, their workplace and their family structure.

Section 3. Objectives. (Objective.) The objective shall be to annually identify and involve a group of up to 20 citizens who have demonstrated their leadership potential.

ARTICLE II – BOARD OF TRUSTEES

Section 1. General. Leadership Coffeyville shall be governed by a Board of Trustees as hereinafter provided. The Board shall consist of (nine) 9 elected members as specified in Section 3 of this article.

Section 2. Nomination. The Chairman of the Board of Trustees shall appoint annually a committee of three (3) members to place in nomination individuals for election to the Board of Trustees. The nominating committee shall report its nominations on or before June 1, to the Board of Trustees. The Board shall, at its next scheduled meeting, act on the report of the nominating committee and their action shall constitute an election.

Section 3. Number to be Elected. Upon the adoption of the bylaws, the present nine (9) members of the steering committee shall constitute the Board of Trustees and all nine (9) members shall each serve for a period of one (1) year. In 1987, the Board shall elect three (3) trustees to serve three-year terms, three (3) trustees to serve two-year terms, and three (3) trustees to serve one-year terms. Beginning in 1988, and continuing thereafter, the Board of Trustees shall elect three (3) trustees to serve three-year terms, and said process to continue thereafter.

As a minimum but not limited to, at least one (1) member of the Board of Trustees shall be an alumnus of a previous Leadership Coffeyville class.

Section 4. Election. Election by the Board of Trustees shall be done following the nominating committee's report.

Section 5. Eligibility for Re-election. Trustees shall be eligible for re-election to an additional three-year term. Following the completion of two (2) three-year terms, they shall not be eligible for re-election until after an interval of at least one year following the completion of the final year of service.

Section 6. Vacancies. The seat of any elected member of the Board of Trustees will be declared vacant by the Chairman after the absent trustee shall have been absent without explanation from three consecutive regularly called meetings of the board. Upon a declaration of vacancy, the chairman is authorized in each case to notify the nominating committee for recommending a replacement.

Section 7. Functions of the Board. Meetings of the Board of Trustees shall be held as often and at such times and places as may be decided upon by the Board. At least four (4) meetings shall be held each year. Special meetings of the Trustees may be called by the Chairman or on written request of at least five (5) trustees. Five days written notice shall be given to all trustees prior to any regular or special meeting of the Board. The order of business shall be determined by the Board. Five (5) trustees shall constitute a quorum.

No Board member may vote by proxy.

ARTICLE III – OFFICERS

Section 1. Officers to be Elected. Elected executive officers of the organization shall be a Chairman, Vice Chairman, Secretary, and Treasurer. The Secretary and the Treasurer need not be members of the Board to be eligible to hold office. Such officers shall be elected for terms of one (1) year by the Board following the election of new trustees.

Section 2. Nominations and Election of Officers. Nominations for Chairman and Vice-Chairman of the Board of Trustees shall be made by the nominating committee. Following the completion of two (2) one-year terms, they shall not be eligible for re-election to that office until after an interval of at least one year following the completion of the final year of service.

In the event of death or resignation of any of the officers, the most recently appointed nominating

committee shall submit to the Board at its next meeting a nominee for the vacated office. Also, any trustee may nominate an eligible person for such office at the Board's meeting at which such election shall occur. The Board shall proceed to elect an officer to fill each such vacancy as may exist.

Section 3. Duties of Officers. The Chairman of the Board of Trustees shall be the chief officer of the organization and shall be the official spokesman and shall preside at all meetings of the Board of Trustees. The Chairman may also appoint persons to chair any necessary committees.

The Vice-Chairman shall serve as second in command, shall preside at all meetings where the Chairman is not present, and shall assume the duties of the Chairman should he or she not be able to fulfill his or her responsibilities.

The Secretary shall be present at all meetings of the trustees and shall keep full minutes thereof.

The Treasurer shall have the custody of Leadership Coffeyville's funds and shall keep full and accurate accounts of receipts and disbursements of the funds of the Leadership Coffeyville and shall deposit all moneys and other valuable effects in the name and to the credit of Leadership Coffeyville and in such depositories as shall be named by the Board of Trustees.

ARTICLE IV – GENERAL OPERATING PROCEDURES

Section 1. Committees. The Leadership Coffeyville committee structure shall consist of a committee for curriculum purposes and a committee for recruitment and selection of an annual class. The Chairman of the Board of Trustees appoints the committee chairmen and may appoint any other committees which are deemed necessary by the Board to carry out Leadership Coffeyville functions.

The Chairman of Leadership Coffeyville curriculum committee, *in conjunction with the Program Coordinator*, shall be responsible for planning and implementing the Leadership Coffeyville program for that program year.

The Chairman of the Leadership Coffeyville Recruitment and Selection Committee, *in conjunction with the Program Coordinator*, shall be responsible for recruiting nominees, and securing applications and selecting a class consisting of up to 20 members. The Committee shall also select an appropriate number of alternates ranked in order of preference.

Section 2. Membership at Large. There shall be established a Membership Committee consisting of the nine (9) members of the Board of Trustees and sixteen (16) members to be selected by the Board. The sixteen (16) members shall be representatives from a cross-section of the community, i.e. government, religious, labor, business, legal, judiciary, medical, education, etc. The Board of Trustees shall appoint eight (8) members annually to the sixteen (16) member group, each of whom shall serve a two-year term. Members-at-large are eligible for reappointment. Following the completion of two (2) two-year terms, an interval of at least one year following the completion of the final year of service must elapse before an individual is once again eligible for appointment.

The one-year interval requirement does not exclude an individual who has served two terms as a member-at-large from election to the Board of Trustees.

The entire committee's function is to provide resource people for the program sessions, contacts for speakers, recruitment help with prospective groups of participants, and such other tasks as may be defined by the Board of Trustees.

The Committee shall meet at least annually prior to the selection of a new class and may appoint such committees within the group as may be deemed necessary to function. At the end of every even numbered year, at least one member from the alumni shall be elected to the membership committee.

Section 3. Parliamentary Procedures. The organization at its meetings and the Trustees and Committees in their deliberations shall be governed by Robert's Rules of Order insofar as same may be consistent with this instrument.

ARTICLE V – FINANCES

Section 1. Fiscal Year. The fiscal year of the organization shall commence on July 1, and end on June 30, of the succeeding year.

Section 2. Tuition Scholarships. Assistance in payment of tuition in the form of scholarships may be available to Leadership participants requesting aid. Scholarships shall be granted at the discretion of the Board of Trustees based upon scholarship funds available.

ARTICLE VI – PROJECTS UTILIZING LEADERSHIP COFFEYVILLE 501 C(3)

Section 1. General. All special projects must meet the guidelines, goals, and purposes of the Articles of Incorporation and Bylaws of Leadership Coffeyville, Inc. as organized under 501C(3) of the Internal Revenue Code.

Section 2. Procedure for Implementing Project. All projects must be presented to the Leadership Board of Trustees in writing which shall describe the project, a plan of implementation, and projected completion date of the project. The Board shall review the project and make a decision as to whether it meets the guidelines and goals of the organization. If it meets with the Board's endeavors, the project may be approved for operation under 501C(3) status of Leadership Coffeyville.

Section 3. Procedure for Completing the Project. In order for the project to be properly documented under Leadership Coffeyville 501C(3) status the following procedures must be followed:

- (a) A monthly financial report must be filed with the Leadership Coffeyville Board which shall include receipts and disbursements for the project.
- (b) A copy of all project committee meeting minutes shall be filed with the Board as a matter of record. These records shall be kept in the Leadership Coffeyville Office.
- (c) There shall be no commitment of expenditures for the project beyond the amount of funds on hand at the time of commitment.
- (d) Funds shall not be spent except for the approved project. Any funds remaining one year after project adoption shall revert to the general fund of Leadership Coffeyville Inc.
- (e) When the project is completed, a final report shall be made to the Leadership Coffeyville Board of Trustees.

ARTICLE VII – AMENDMENTS

These Bylaws may be amended by a majority of the Trustees provided that notice and the substance of the proposed amendment shall have been mailed to each trustee at least seven (7) days prior to the meeting at which amendment is to be considered.