

# DECLARATION OF CANDIDACY

## Part 1

### Commitment to Serve

I have read the duties and responsibilities necessary to effectively serve in a position of the Kansas Chapter of APCO Board of Officers.

I have discussed my candidacy and the responsibilities as outlined in Part II of this Declaration of Candidacy with my employer and he/she has acknowledged the commitment and support necessary in performing the duties and responsibilities as outlined and attested to by his/her signature below.

Therefore, I, as an active member in good standing, by my signature affixed below, do submit my name as a candidate for the office identified for the election in the year listed.

NAME: \_\_\_\_\_  
Print or Type

NAME: \_\_\_\_\_  
Signature

DATE: \_\_\_\_\_  
Date of Application

Membership Number: \_\_\_\_\_

Office for which I am a candidate: \_\_\_\_\_

For the election occurring in the year: \_\_\_\_\_

Date Declaration is submitted: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Authorizing Employer's Name: \_\_\_\_\_

Authorizing Employer's Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

This declaration must be filed and received by the Nominating Chairperson before the Fall Conference elections each year.

Notary Public Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# DECLARATION OF CANDIDACY

## Part II

### **Purpose:**

The greatest strength of the Kansas Chapter of APCO is the knowledge, talent and dedication of its members. There is no greater reflection of this than exhibited by those who seek election of the Kansas Chapter of APCO Board of Officers.

It is important that the organization provides insight for those who seek election regarding the scope of the commitment they must be willing to make and the effect of that commitment on his/her employer, family and/or loved ones.

### **Duties and Responsibilities:**

## **KANSAS CHAPTER OF APCO CONSTITUTION and BYLAWS**

### **SECTION 6.1 POSITIONS TO BE FILLED**

- 6.1.1 Elective officers of the Chapter are: President, First Vice President, Second Vice President, Secretary, Treasurer, Executive Council Representative and Chapter Member/Vendor Liaison.
- 6.1.2 The office of President and First Vice President shall normally be filled by advancement in rank. Such advancement may be accomplished by acclimation as provided in Section 6.2.2 for a one year term.
- 6.1.3 The Second Vice President, shall be elected annually for a one year term.
- 6.1.4 The Secretary, Treasurer, Chapter Member/Liaison, and the Executive Council Representative, shall be elected every other year for a two year term.
- 6.1.5 All elected officers shall have no term limit

### **SECTION 6.2 MANNER OF ELECTION**

- 6.2.1 Officers in this Chapter shall be elected by secret ballot, from nominations submitted by the Nominating Committee or from nominations made from the floor, in accordance-with the Bylaws Article VI.
- 6.2.2 Any Candidate for office who is without opposition may be elected by acclamation.
- 6.2.3 Voting shall take place during the last scheduled business session at the Fall Conference.

## **KANSAS CHAPTER OF APCO CONSTITUTION and BYLAWS**

### **SECTION 7.1 AUTHORITY**

7.1.1 The necessary authority for the performance of duty by all officers of this Chapter is established herewith.

### **SECTION 7.2 PRESIDENT**

7.2.1 As soon as practical after taking office, the President shall call a meeting of the Executive Committee. The President shall announce appointments to standing and ad hoc committees. If necessary he/she shall also chair a discussion on any proposed resolutions to be presented to the Chapter Conference Quorum.

7.2.2 The President shall be the Chairperson of the Chapter Executive Committee. He or She shall be an ex officio member of all committees of this Chapter and preside at all Chapter Conferences.

7.2.3 It shall be the President's duty to see that the conduct of all Chapter affairs is in keeping with the mission of this Chapter as outlined in Article II Section 2.1

### **SECTION 7.3 FIRST VICE PRESIDENT (PRESIDENT ELECT)**

7.3.1 In the absence of the President, the First Vice President shall perform all the duties of the President.

7.3.2 The First Vice President shall serve as Chairperson of the Activities and Membership Committee.

7.3.3 The First Vice President shall perform all special Executive Committee duties, which may be assigned by the President or Executive Committee.

### **SECTION 7.4 SECOND VICE PRESIDENT**

7.4.1 The Second Vice President shall perform all the duties of the First Vice President during the absence of the First Vice President.

7.4.2 The Second Vice President shall serve as Vice Chair of the Activities and Membership Committee.

7.4.3 The Second Vice President shall participate in Executive Committee activities as assigned by the President or Executive Committee.

### **SECTION 7.5 SECRETARY**

7.5.1 The Secretary shall serve as Secretary to the Board of Officers, the Executive Committee and the Chapter Conference business sessions.

7.5.2 The Secretary shall keep a complete membership roll call of the Chapter and file required reports regularly with the Association Membership Department. Such membership rolls shall be made available to the President, First Vice-President and the Conference Chairperson.

- 7.5.3 The Secretary shall maintain all the minutes of all meetings of the Chapter of Executive Committee in electronic format for a period of two years. After two years such records shall be delivered to the Chapter Historical Committee for retention or disposal, as that Committee may deem appropriate.
- 7.5.4 Upon leaving office, the Secretary shall promptly deliver all active records to the successor Secretary or to whomsoever the Executive Committee may designate to receive them.
- 7.5.5 The Secretary and Treasurer will work closely during conferences to collect conference fees.
- 7.5.6 Secretary, shall be bonded at the Chapter's expense. The bond shall be renewed or applied for as soon as possible following election or appointment. Arrangements for the required bond will be made by the Treasurer, and approved by the President before the Chapter is obligated to make payment for the bond.
- 7.5.7 If the Secretary cannot be bonded, the individual must resign immediately. The President shall fill the resultant vacancy in accordance with Section 6.4.2.
- 7.6.8 The Secretary will be authorized on all Chapter checking accounts.

**SECTION**

**7.6 TREASURER**

- 7.6.1 The Treasurer shall receive all funds belonging to the Chapter and shall maintain bank accounts for the orderly processing of such funds. The Treasurer shall pay from these accounts all Chapter obligations as directed by the Chapter, or upon direction from the Board of Officers during intervals between Chapter Conferences.
- 7.6.2 The Treasurer shall prepare a financial report and present it at the Conferences. Financial records shall be made available to the Executive Committee for financial review purposes.
- 7.6.3 The Treasurer shall maintain all the financial records in electronic format for a period of two years. After two years such records shall be delivered to the Chapter Historical Committee for retention or disposal, as that Committee may deem appropriate.
- 7.6.4 The Treasurer shall promptly deliver all moneys and active records to the successor Treasurer or to whomsoever the Executive Committee may designate to receive them.
- 7.6.5 Treasurer, shall be bonded at the Chapter's expense. The bond shall be renewed or applied for as soon as possible following election or appointment. Arrangements for the required bond will be made by the Treasurer, and approved by the President before the Chapter is obligated to make payment for the bond.
- 7.6.7 If the Treasurer cannot be bonded, the individual must resign immediately. The President shall fill the resultant vacancy in accordance with Section 6.4.2.
- 7.6.8 The Treasurer will be authorized on all Chapter checking accounts.

- 7.6.9 A newly elected Treasurer will cause a financial review to occur with an outside resource as approved by the board.
- 7.6.10 The Treasurer and Secretary will work closely during conferences to collect conference fees.

**SECTION 7.7 EXECUTIVE COUNCIL REPRESENTATIVE**

- 7.7.1 The Chapter Executive Council Representative shall represent the Chapter during deliberations of the Association Executive Council.
- 7.7.2 While participating in Executive Council activities the Executive Council Representative shall strive to take positive action to address the best interest of both the Chapter and the Association.
- 7.7.3 The Executive Council Representative shall report to the Chapter and/or Executive Committee any actions taken by the Executive Council which may affect the Chapter.
- 7.7.4 The Executive Council Representative shall serve as member at large on the Chapter Executive Committee.
- 7.7.5 The Executive Council Representative may serve successive terms without limit.

**SECTION 7.8 CHAPTER MEMBER/VENDOR LIAISON**

- 7.8.1 The Chapter Member/Vendor Liaison serves as liaison between the Chapter Membership and the Board of Officers.
- 7.8.2 The Chapter Member/Vendor Liaison shall report to the Board of Officers on all information which comes to his/her knowledge regarding the needs and concerns of the Chapter membership.
- 7.8.3 The Chapter Member/Vendor Liaison may serve successive terms without limit.