KANSAS ASSOCIATION OF PROFESSIONAL ELECTROLOGISTS

BYLAWS

REVISED NOVEMBER 2019

PREAMBLE

The Kansas Association of Professional Electrologists was organized in 1985 as a non-profit, professional association for the purposes of increasing knowledge in the field of electrology and/or electrolysis and for establishing better communication and fellowship among electrologists. In furtherance of the above, the following Bylaws are adopted:

ARTICLE I NAME & PURPOSE

Section 1 – Name

(A) This organization shall be known as the Kansas Association of Professional Electrologists, herein referred to as KAPE.

Section 2 – Purpose

The purpose of this organization shall be:

(A) To establish standards and ethics in the electrolysis profession for the benefit of both the public and members of the profession.
(B) To establish and cultivate fellowship and communication among electrologists.
(C) To improve relations and communication between the electrolysis profession, allied professions and the general public.
(D) To aid and promote the upgrading of the professional image of electrolysis and electrologists.
(E) To increase knowledge of member electrologists through opportunities for continuing education.
(F) To investigate and always be aware of the possibility of state legislation.
(G) To do any other act or thing incidental to or connected with the foregoing purposes or in the advancement thereof.

ARTICLE II MEMBERSHIP

Section 1 GENERAL QUALIFICATIONS & APPLICATION

(A) Membership in the KAPE shall be available without regard to race, color, creed, national origin or gender.
(B) Any person engaged in the practice, teaching or research in the profession of permanent hair removal, who utilizes only needle-type apparatus as permanent, which include short-wave, high frequency (thermolysis), galvanic (electrolysis), or the combination of both (the blend or sequential) and is properly licensed as an electrologist by the State of Kansas Board of Cosmetology is eligible for membership.

(C) No person shall gain membership in the KAPE if he/she uses, sells, promotes, leases, distributes or advertises any method(s) as permanent other than needle in the methods defined in Section 1 (B) above.

(D) Applications for membership must be submitted to the Board of Directors, which shall approve or reject all applications. Any applicant who has been rejected for any reason may submit a new application after a period of one (1) year.

Section 2 MEMBER DUTIES & MEMBERSHIP RENEWAL

(A) Each new regular member shall receive a certificate of membership, a copy of the Bylaws, and a copy of the KAPE Code of Ethics. Members shall also have the privilege of claiming individual KAPE membership in advertising. Businesses may not advertise KAPE membership unless all electrologists employed or contracted therein are members of the KAPE.

(B) Any member who has resigned or has been expelled must return their unexpired membership certificate and all other property belonging to the KAPE. Further, any member who has been expelled or who has resigned shall not indicate or the future in any way exploit and/or profit from his/her former affiliation with this association.

(C) Each member shall abide by the KAPE Code of Ethics.

(D) A member in good standing is defined as one who is current in all dues.

(E) Application renewal shall coincide with payment of annual dues.

Section 3 MEMBERSHIP CATEGORIES

(A) A regular member is one who is current in all dues and meets the requirements of membership as defined in Article II, Section 1, (B).

(B) Honorary Membership may be given to regular members upon their retirement from the profession of practicing electrolysis. Honorary members shall have the privilege of attending all meetings of the KAPE, shall be eligible to sit on or chair a committee, but they shall not be eligible to hold elective office nor to have the right to vote.

Section 4 REPRESENTATION OF KAPE

(A) No individual member or group of members shall officially represent KAPE by statement or presence without the consent of the Board of Directors.

ARTICLE III FUNDS

Section 1 PAYMENT OF DUES

(A) Dues are due and payable in advance of January 1st of each calendar year. Any member dropped from the rolls for non-payment of dues may be reinstated upon application of membership and payment of dues.

(B) Dues shall be determined by a simple majority vote of general membership at any business meeting, to be effective on January 1st of the following year. A recommendation for the amount of dues may be given by the Treasurer at any business meeting. The proposed amount of the dues shall be based on current and projected operating costs of the organization. Honorary members are not required to pay dues.

(C) The membership dues for members shall be $40.00 a year.

Section 2 COMPENSATION TO MEMBERS

(A) Officers and committee members shall receive no salary or compensation for services rendered to this organization in their respective capacities.

Section 3 FINANCIAL RECORD KEEPING

(A) All funds of the KAPE shall be in the care and keeping of the Treasurer who shall bank them in a banking institution approved by the Board of Directors. All financial records and accounts shall be available and open for inspection upon reasonable request.

Section 4 PAYMENT OF BILLS & REIMBURSEMENT OF COSTS

(A) All bills are to be presented at business meetings for approval and payment and then paid by check by the Treasurer or other member of the Board of Directors duly authorized to sign checks. The President, Vice-President, Recording Secretary, and Treasurer of the KAPE shall sign authorized signature cards for any and all accounts belonging to the KAPE and shall be duly authorized to sign checks on such accounts for disbursements of funds after approval for such disbursement has been received from the KAPE membership.

Section 5 APPROVING PAYMENT OF BILLS

(A) No funds of the KAPE may be appropriated for any purpose except by a simple majority vote of the KAPE members.

Section 6 KAPE FUNDS IN THE EVENT OF DISSOLUTION

(A) If for any reason the KAPE be dissolved, disposition of the funds in its possession and its assets shall be distributed according to Kansas Statutes after any and all outstanding debts are paid.

ARTICLE IV OFFICERS & BOARD OF DIRECTORS

Section 1 OFFICERS

(A) The officers of the KAPE shall consist of a President, Vice-President, Recording Secretary, and Treasurer. All officers shall serve as members of the Board of Directors.

Section 2 NOMINATION & ELECTION

(A) Any member may submit a nomination to the Board of Directors with written consent of the person nominated for an office no later than thirty (30) days before the election. The Board of Directors shall approve the nomination after verifying that the nominee is a member in good standing and has met the qualifications for office.
(B) Nominations from the floor shall be accepted. Candidates for office must be present at the time of nomination from the floor or must have submitted written consent to run for election.
(C) The qualifications for office shall be that the nominee has been a member in good standing for the last 2 calendar years and has attended one of the last two business meetings and is at least twenty-one (21) years of age with a high school diploma or equivalent thereof.
(D) The election of officers shall be held in even-numbered years at the last business meeting. No officer shall hold the same position for more than two (2) consecutive terms. The election shall

be by two-thirds (2/3) majority vote of the members in good standing, each having one vote for each office.

(E) Officers shall assume their duties beginning January 1st of the year following their election and shall serve for two (2) full calendar years.

(F) In the event of a vacancy in any office prior to the end of the term, the Board of Directors shall fill the vacancy by appointment until the next election.

(G) If any KAPE member feels there is just cause for the removal of a member of the Board of Directors, written charge(s) must be submitted to the general membership at least thirty (30) days prior to the next business meeting. The Board member in question shall have until then to refute the charges, at which time, a two-thirds (2/3) majority vote for the removal shall be required.

(H) Officers shall be elected by secret ballot. Voting by proxy shall not be permitted for any situations involving the Board of Directors.

ARITLE V DUTIES & POWERS OF BOARD OF DIRECTORS & OFFICERS

Section 1 BOARD OF DIRECTORS

(A) The Board of Directors shall be concerned with the general management of the KAPE as outlined by the responsibilities and duties of the individual members of the Board.

Section 2 OFFICER DUTIES

(A) President – The president of the KAPE shall preside at all meetings of the KAPE and of the Board of Directors. He/She shall be Chairman of the Grievance Committee and ex-officio member of all other committees. He/She shall obey all lawful orders of the KAPE and shall be thoroughly familiar with the Association's Bylaws and rules of parliamentary procedure.

(B) Vice-President – The vice-president shall assist the president in the discharge of his/her duties. In the event of the president's absence, incapacity or refusal to act, his/her duties shall be taken over by the vice-president. The vice-president shall be chairman of public relations, community service and the newsletter. He/She shall obey all lawful orders of the Association and shall be thoroughly familiar with the Association's Bylaws and rules of parliamentary procedure.

(C) Recording Secretary – The recording secretary shall be the custodian of all books, records, papers, and documents belonging to the Association. He/She shall keep accurate and permanent records of all minutes and maintain a record of all amendments and recommendations. He/She shall keep a record of meetings of committees to be provided by the chairman of each committee and also note changes in membership of the committees. He/She shall obey all lawful orders of the Association and shall be thoroughly familiar with the Association's Bylaws and rules of parliamentary procedure.

(D) Treasurer – The treasurer shall act as custodian of the funds of the Association. He/She shall receive and hold all funds to the KAPE and shall disburse same when duly authorized to do so by the KAPE membership. He/She shall obey all lawful orders of the KAPE and shall be thoroughly familiar with the Association's Bylaws and rules of parliamentary procedure. The treasurer shall, if required by the Board of Directors, give such security bond for the faithful discharge of his/her duties as the Board may direct.

(E) When the membership number is low, the KAPE may indefinitely combine the offices of Recording Secretary and Treasurer without changing the bylaws.

ARTICLE VI MEETINGS

Section 1 BOARD OF DIRECTORS MEETINGS

(A) There shall be a minimum of two (2) regular meetings per calendar year. The time, date, place and purpose of the meeting shall be established by the presiding officer with at least then (10) days' notice given to the Board members.
(B) Special meetings of the Board of Directors may be called by either the presiding officer or two (2) Board members upon written request to the presiding officer stating the reason for the meeting. The presiding officer shall then notify all Board members of the time, date, location and purpose of such called meeting, giving at least ten (10) days' notice.
(C) A simple majority vote of Board members present at the meeting shall be necessary for transaction of business.
(D) Any member of the Board of Directors who is unable to attend a meeting of the Board shall submit by written statement his/her reason for absence. The Board shall determine if the excuse is valid. A Board member with two (2) unapproved absences shall lose his/her position on the Board. The vacancy will be filled according to the procedure outlined in Article IV, Section 3 (F).

Section 2 GENERAL MEMBERSHIP MEETINGS

(A) There shall be two (2) business meetings of the general membership during each calendar year for the purpose of conducting such business that shall come before the KAPE. These meetings shall be held in April and November.
(B) The time, date and location of the business meeting shall be given to every member at least ten (10) days prior to such meeting.
(C) Only regular members shall be allowed to vote on any business conducted at the business meeting. Each member shall have one vote on each issue, with a simple majority vote required for the transaction of business. No voting by proxy will be permitted.
(D) The Board of Directors reserves the right to deny admittance to any KAPE function to any individual who is not a member or invited guest and/or whose presence it considers not in the best interest of the KAPE.

ARTICLE VII COMMITTEES

Section 1 GRIEVANCE COMMITTEE

(A) The Board of Directors will serve as the Grievance Committee.
(B) Any grievance shall be submitted in writing to the presiding officer of the Grievance committee for evaluation and action by the entire committee at the next scheduled meeting of the Grievance Committee. The presiding officer may call a special meeting of the Board of Directors if it deemed necessary and advisable for the best interest of the KAPE for the purpose of hearing a grievance.
(C) A simple majority vote of those Board members present shall be necessary to transact the business before the committee.

(D) All matters which come before the Grievance Committee shall be held in strictest confidence and disposition of each grievance shall be made known only to those parties directly involved in the grievance.

Section 2 STANDING & SPECIAL COMMITTEES

(A) All other committees, both standing and special, shall be appointed as deemed necessary by the president. The nature and membership of each committee shall be left to the discretion of the president.

Section 3 COMMITTEE REPORTS

(A) Each committee shall submit a report of its activities to the recording secretary and the vice-president with ten (10) days following a committee meeting so that reports may be included in the newsletters and the next meeting agenda.

Section 4 COMMITTEE MEMBERS

(A) The various committees shall have the power to fill the vacancies in their membership. Changes in committee membership shall be given to the recording secretary by the committee chairman within ten (10) days after such changes occurs.
(B) Any member who desires to sit on a particular committee should make his/her interest known to either the committee chairman or the Board of Directors. Every member is encouraged to actively serve on a committee of his/her interest and choosing.

ARTICLE VIII PARLIAMENTARY AUTHORITY

Section 1

(A) The rules contained in Robert's Rules of Order shall be applicable in all cases not covered by these Bylaws.

ARTICLE IX AMENDMENT OF BYLAWS

Section 1

(A) These Bylaws may be amended, repealed or altered in whole or in part at the November business meeting by a secret ballot, simple majority vote on each proposed change. No voting by proxy shall be permitted.
(B) Proposed revisions, amendments, revocations or alterations should be submitted in writing to the Board of Directors within fifteen (15) days of the November meeting in order for the proposition(s) to be included in the agenda.

ARTICLE X DISSOLUTION OF THE KAPE

Section 1

(A) A written proposal for dissolution of the KAPE must be submitted to the general membership not less than fifteen (15) days prior to the next business meeting.
(B) A two-thirds (2/3) majority vote is required for approval of the proposal for dissolution.