

# **CONSTITUTION AND BY-LAWS KENTUCKY ASSOCIATION OF CONVENTION AND VISITOR BUREAUS**

## **ARTICLE I. – NAME**

**A.** The name of this Association shall be the Kentucky Association of Convention & Visitor Bureaus, a not for profit corporation. Hereinafter referred to in these by-laws as KACVB.

## **ARTICLE II. – PURPOSE/MISSION STATEMENT**

**A.** To increase public awareness and understanding of the convention and visitors industry's economic and social contributions to society.

**B.** To monitor and influence government policies and programs that affect members and the convention and visitor industry.

**C.** To provide forums for personal interactions, education and an exchange of ideas among members.

**D.** To support high standards of professional practices throughout the convention and visitor industry.

**E.** To establish and maintain strong relationships with government and tourism industry organizations to address common issues.

**F.** To provide and encourage on-going educational opportunities for members to enhance their proficiency and professionalism.

**G.** To strengthen the profile of KACVB and its members throughout Kentucky.

## **ARTICLE III. – MEMBERSHIP**

**A.** Membership in KACVB shall be vested in the single Commission/CVB organization of a given Kentucky city or county organized under the KRS 91A.350 through KRS 91A.390.

**B.** Only the Executive Director or equivalent, who is a paid employee of a Kentucky Commission/CVB, shall serve as a member. Board members serving as Tourism Commissioners cannot qualify for membership. During a Commission/CVB's transition to a new Executive Director or equivalent, or when a Commission/CVB has two

Executive Directors or equivalent, both Executive Directors or equivalent may attend a KACVB meeting so long as both are still employed by the Commission/CVB. Only one Executive Director or equivalent shall be authorized to vote.

**C.** In the event of a vacancy of an Executive Director or equivalent, that Commission/CVB's membership will be temporarily suspended until a new Executive Director or equivalent has begun employment.

**D.** Applications for membership shall be made to KACVB. A check for one year's dues shall accompany the application.

**E.** Applications shall be reviewed by the Executive Board; and will be approved if found in keeping with the above membership requirements.

#### **ARTICLE IV. – MEMBERSHIP DUES**

**A.** Annual membership dues shall be set by the membership of KACVB and are payable in the month of January.

**B.** If a member fails to pay the annual dues within sixty (60) days of the invoice date, the member will be dropped as a KACVB member.

#### **ARTICLE V. – MEETINGS**

**A.** The proceedings of the meetings of KACVB shall be quarterly and the last meeting of the year shall be the annual meeting.

**B.** A quorum shall consist of a simple majority of those present at a duly called meeting.

**C.** Special meetings shall be upon the call of the Executive Board and President with due notice to the membership as to time, place, and purpose of the meeting.

#### **ARTICLE VI. – OFFICERS/EXECUTIVE BOARD**

**A.** The election of the KACVB Executive Board shall be held at the annual meeting.

**B.** The Executive Board of KACVB shall consist of the President, President-Elect, Secretary, Treasurer and Immediate Past-President.

**C.** The duties of the respective officers shall be as follows:

1. All expenditures shall be approved by the Executive Board.
  2. President: Shall preside over all meetings, appoint committees, speak publicly on behalf of KACVB, and shall appoint representative(s) to meet with other groups with mutual interests, as required. The president shall be an ex-officio of all committees, except the Nominating Committee.
    - a. There shall be three (3) members of the Nominating Committee that include the President-Elect plus one member-at-large and one Past President who shall be appointed by the President.
  3. President-Elect: Shall preside at meetings in the absence of the president and shall succeed to the presidency for the remainder of the unexpired term in the event that office is vacated. The President-Elect shall succeed to the Presidency.
  4. Secretary: Shall keep written records for KACVB as well as minutes of all meetings of KACVB and the Executive Board. Minutes of all membership meetings will be furnished to all member bureaus within thirty (30) days after the meeting. The Secretary will also perform all other duties common to this office.
  5. Treasurer: Shall receive all monies due KACVB and shall make disbursements there from. The Treasurer shall prepare and submit a Treasurer's report at all meetings, as well as reports required by the Federal Government and the State of Kentucky. Ninety (90) days prior to the close of the fiscal year, the Treasurer will submit to the Executive Board a financial statement showing the financial position of the KACVB, including income and expense transactions for the year. A budget shall be developed by the Treasurer and submitted to the Executive Board for consideration, modification and approval. The budget will then be submitted to the membership for approval by or before the annual meeting of the membership in December.
- D.** When an officer vacancy occurs between annual elections, the Executive Board is to bring a recommendation to the full membership for a vote.

## **ARTICLE VII. – AMENDMENTS**

**a.** The Constitution and by-laws may be amended at any full meeting of KACVB by a two-thirds vote of all members present and eligible to vote. Members shall be notified of proposed amendments at least thirty (30) days prior to the meeting at which the amendments are to be voted upon.

By-laws ratified on July 21, 1993

Amended June 25, 1997

Amended March 8, 2002

Amended March 26, 2004

Amended March 14, 2014

Amended September 12, 2014

Amended September 16, 2016