

## **BYLAWS OF THE KANSAS P.E.O. SUNFLOWER CORPORATION**

### **ARTICLE I - NAME**

The name of this corporation shall be the Kansas P.E.O. Sunflower Corporation.

### **ARTICLE II – PURPOSE**

The purpose of this corporation shall be stated in the Articles of Incorporation.

### **ARTICLE III – MEMBERS**

The membership of this corporation shall include all persons who now are or may hereafter become members of Kansas State Chapter of the P.E.O. Sisterhood and who are in good standing under the laws of the Sisterhood.

### **ARTICLE IV - MEETING OF MEMBERS**

**Section 1 - Annual Meeting.** The annual meeting of the members of this corporation shall be held during the annual convention of Kansas State Chapter of the P.E.O. Sisterhood.

**Section 2 - Special Meetings.** Special meetings of the members may be held on the call of the Board of Trustees of the Kansas P.E.O. Sunflower Corporation or the Executive Board of Kansas State Chapter. Notice of such meeting shall be given in writing to the members of the corporation at least fifteen days prior to the date of the meeting.

**Section 3 - Quorum.** The quorum for all meetings of the general membership shall be one hundred members.

## **ARTICLE V - BOARD OF TRUSTEES**

**Section 1 - Administration.** The control and management of the affairs, funds and property of this corporation shall be vested in a board of five trustees, one of whom shall be a past president of Kansas State Chapter of the P.E.O. Sisterhood. The trustees shall be recommended by the Executive Board of Kansas State Chapter and appointed by the president of Kansas State Chapter at the annual meeting of the members of this corporation. Term of office shall be four years, and no trustee shall be appointed for two consecutive terms. The president and vice president of Kansas State Chapter shall be ex officio members of the board, without the right to vote.

**Section 2 - Vacancies.** Vacancies shall be filled by appointment by the president of Kansas State Chapter, with approval of the executive board. A trustee serving less than three years of a term shall be eligible for appointment to a full term.

**Section 3 - Meetings of Trustees.** At least two regular meetings of the board of trustees shall be held each year, and at such meeting the date of the next regular meeting shall be designated by the board. Such designated date may be changed by the president of the corporation to some other date within one month of the date specified, upon 10 days' notice to all members of the board. Such other meetings of the board may be held as necessity requires. Three appointed trustees shall constitute a quorum at any meeting of the board.

**Section 4 - Real Property.** A vote of five of the trustees present at any meeting of the board shall be required for the acquisition or disposition of any real property, provided notice of such proposal shall have been given by mail to each trustee, at her last known address, at least seven days before the meeting at which such action is to be taken; and provided that approval of such action is given in writing by not fewer than three members of the Executive Board of Kansas State Chapter.

## ARTICLE VI - OFFICERS AND REQUIREMENTS

**Section 1 - Officers.** The officers of this corporation shall be president, vice president, secretary and treasurer. The president, vice president and secretary shall be elected annually from and by the board of trustees following the annual meeting of the members of the corporation. The treasurer shall be elected annually by the board of trustees following the annual meeting of the members of the corporation and may be either a member of the board of trustees or the executive treasurer of Kansas State Chapter. If the executive treasurer of Kansas State Chapter serves as treasurer, she shall be a non-voting trustee. The officers shall perform the duties prescribed in these bylaws, the Bylaws of Kansas State Chapter and Robert's Rules of Order Newly Revised.

**Section 2 - President.** The president shall report to the annual meeting of the members of this corporation. She shall also report annually to the Convention of Kansas State Chapter, after the report has been approved by the trustees and by the members of the corporation.

**Section 3 – Vice President.** The vice president shall act as the assistant to the president and shall, in the absence of the president, be the presiding officer at meetings. In the event of a vacancy in the office of president, the vice president shall succeed to the office for the unexpired term.

**Section 4 - Secretary.** The secretary shall take minutes of all meetings of the corporation and board of trustees and shall maintain a permanent file of the same. The secretary shall send copies of all minutes to the trustees and officers of the corporation and to the president and vice president of Kansas State Chapter.

**Section 5 - Treasurer.** The treasurer shall furnish bond as agreed to by the board of trustees and the Executive Board of Kansas State Chapter. Cost of bond and of annual audit of books shall be paid by the Kansas P.E.O. Sunflower Corporation. Her books shall be audited annually at the close of the fiscal year. She shall report annually to the Convention of Kansas State Chapter, after the report has been approved by the trustees and by the members of the Kansas P.E.O. Sunflower Corporation.

**Section 6 - Requirements.** The funds of the Kansas P.E.O. Sunflower Corporation shall be kept separate and apart from the funds of Kansas State Chapter; none shall be used for the general purposes of Kansas State Chapter, or of any local, state or International Chapter of the P.E.O. Sisterhood; and none shall inure to the benefit of any private individual other than those benefited in accordance with the purpose of this corporation.

## ARTICLE VII - FINANCE

**Section 1 - Income.** Income to support the Kansas P.E.O. Sunflower Corporation is provided by the Kansas P.E.O. Home Fund as set forth in the bylaws of Kansas State Chapter.

**Section 2 - Gifts.** Gifts, bequests and devises may be made directly to Kansas P.E.O. Sunflower Corporation in furtherance of its charitable activities.

**Section 3 - Fiscal Year.** The fiscal year shall be from April 1 through March 31 of the following year.

## **ARTICLE VIII - SUNFLOWER GRANTS**

**Section 1 - Establishment.** Kansas P.E.O. Sunflower Corporation shall maintain a fund for assistance to members and nonmembers in need. Grants hereunder shall be known as Sunflower Grants. These grants shall be underwritten from the Kansas P.E.O. Home Fund and by gifts given for this specific purpose.

**Section 2 - Administration.** Sunflower Grants shall be administered by the Kansas P.E.O. Sunflower Corporation Board of Trustees.

**Section 3 - Application.** An applicant must be a Kansas resident and be sponsored by an active Kansas P.E.O. member. An individual may receive a Sunflower Grant only once. Application for assistance shall be made to the president of the Kansas P.E.O. Sunflower Corporation.

**Section 4 – Grant Approval.** All Sunflower Grants must be approved by vote of the board of trustees which shall be recorded in the minutes of the Corporation.

## **ARTICLE IX - AMENDMENTS**

**Section 1 - Procedure.** A Bylaws Committee of three members shall be appointed by the president of the Kansas P.E.O. Sunflower Corporation. This committee shall submit, in writing, proposed amendments of these bylaws to the president of the Kansas P.E.O. Sunflower Corporation and to the president of Kansas State Chapter, at least two weeks prior to the deadline set by the Amendments and Recommendations Committee of Kansas State Chapter. Copies of all proposed amendments shall be mailed to each local chapter at least one month before the Convention of Kansas State Chapter.

**Section 2 - Vote Required.** The bylaws of the Kansas P.E.O. Sunflower Corporation may be amended by a two-thirds vote of members present at its annual meeting.