

**BYLAWS
OF THE CITY OF WICHITA
EMPLOYEES' EMERGENCY ASSISTANCE FUND**

ARTICLE I

Name and Offices

Section 1. Name. The name of this corporation is the "City of Wichita Employees' Emergency Assistance Fund."

Section 2. Offices. The principal office of the Corporation shall be in the City of Wichita, Kansas.

Section 3. Membership. Membership in the City of Wichita Employees' Emergency Assistance Fund is determined by employment with the City of Wichita.

ARTICLE II

Annual Meeting of Members

Section 1. Annual Meeting of Members. An annual meeting of the members of this corporation shall be held on the third Wednesday of February of each year, if not a legal holiday, and if a legal holiday, then on the next succeeding Monday not a legal holiday for the transaction of such business as may properly come before the meeting.

Section 2. Order of business at annual meeting. The order of business at the annual meeting of the member shall be as follows:

- (a) reading of minutes of last preceding annual meeting
- (b) report of the president,
- (c) report of the treasurer,
- (d) transaction of other business properly before the meeting,
- (e) adjournment,
- (f) election of member at large on odd year

provided that, in the absence of any objection, the presiding officer may vary the order of business at discretion.

ARTICLE III

Board of Directors

Section 1. Number of directors. The business, property and affairs of this corporation shall be managed by a board of directors composed of nine persons who have voting privileges. Each director shall hold office for the term for which he or she is selected and until his or her successor is selected and qualified.

Section 2. Ex officio board membership. The Director of Human Resources shall designate an individual to provide staff support to the board of directors and this individual shall be considered an ex officio member of the board of directors without vote. The board of directors shall designate this individual as the secretary/treasurer of the corporation for the purpose of keeping the financial and other records required by the corporation.

Section 3. Selection of directors. Directors shall be selected to serve in the following manner. By March 1, of each even-numbered year, selections shall be made for board members, by their appointing authority, to represent the City Manager, Library Board and two Members-at-large are elected. By March 1, of each odd-numbered year, selections shall be made for board members to represent the Employee's Council, International Association of Firefighters Local #135, Fraternal Order of Police Lodge #5, Service Employees' Union Local #513 and Teamsters' Union Local #795. All selections shall be for a term of two (2) years. Nothing herein shall be construed to prevent the selection of a director to succeed himself/herself.

Section 4. Terms of directors. The term of each director shall be from March 1, of the year of selection through February, of the second year following selection, except as may otherwise be provided in these bylaws, and until his or her successor is elected and qualified.

Section 5. Resignation. Any director may resign at any time by giving notice of such resignation to the board of directors and to his or her appointing or selection authority.

Section 6. Vacancies. Vacancies occurring in the board of directors shall be filled by action of the board of directors after thirty days of expiration or resignation of the appointment.

Section 7. Meetings. Meetings of the board of directors shall be held on the first and third Wednesday of each month at 9 a.m., with place to be prescribed by the secretary. In the event the first and third Wednesday fall on a holiday, the meeting shall be held on the following Thursday.

Section 8. Special Meetings. Special meetings of the board of directors may be called by the president or vice president and must be called by the president on the written request of any member of the board. Phone meetings may be taken in extreme emergencies.

Section 9. Chairperson. At all meetings of the board of directors, the president or vice president, or in their absence, a senior member of the board shall preside.

Section 10. Quorum. At all meetings of the board of directors, at least five directors must be present to constitute a quorum for transaction of business and the act of a majority of the directors present at any meeting at which there is a quorum shall be the act of the board of directors, except as may be otherwise specifically provided by statute or by these bylaws. If at any meeting there is less than a quorum present, a majority of those present may adjourn the meeting from time to time until a quorum is present.

Section 11. Power to make bylaws. The board of directors shall have the power to make and alter any bylaw or bylaws, including the fixing and altering of the number of directors, provided that the board shall not make or alter any bylaw or bylaws fixing the qualifications, classifications or term of office of any member or members of the then existing board.

Section 12. Election of officers. At the first meeting in March, the board shall elect a president, vice president from among the members of the board. The ex officio member of the board and shall be Treasurer/Secretary of the corporation.

Section 13. Appointment of other officer and agents. The board of directors shall have the power to appoint such other officers and agents as the board may deem necessary for the transaction of the business of the corporation.

The City Manager's appointment shall serve the corporation in the position of campaign coordinator.

Section 14. Removal of officers and agents. Any officer or agency may be removed by the board of directors whenever, in the judgment of the board, the best interest of the corporation will be served thereby.

Section 15. Power to fill vacancies. The board of directors shall have power to fill any vacancy in office occurring for any reason whatsoever.

Section 16. Attendance. If a member of the board of directors shall miss three consecutive regular monthly scheduled board meetings, after due notice and hearing the board of directors may declare a vacancy in the position, notify the member's selecting authority and request selection of a new director. Attendance reports shall be maintained by the ex-officio.

ARTICLE IV

Officers

Section 1. President. The president shall be elected by, and from the members of, the board of directors. He or she shall be the chief executive officer of the corporation. He or she shall preside over all meetings of the board and of the members. He or she shall have general and active management of the business of the corporation and shall see that all orders and resolutions of the board are carried into effect.

Section 2. Vice President. The vice president shall be elected from the membership of the board of directors and shall perform the duties and exercise the powers of the president during the absence or disability of the president.

Section 3. Secretary/Treasurer. The secretary/treasurer shall attend all meetings of the members and of the board of directors and shall preserve in books of the corporation true minutes of the proceedings of all such meetings. He or she shall give all notices required by statute, bylaw or resolution. He or she shall perform such other duties as may be delegated to him or her by the board of directors.

The City of Wichita Employees Federal Credit Union shall be the depository of the City of Wichita Employee's Emergency Assistance Fund funds. The secretary/treasurer shall prepare financial spreadsheets. He/she shall have the authority to contact the Credit Union for financial information. He/she shall have the authority to deposit or withdraw funds.

Board members shall have the authority to deposit and withdraw funds. All withdrawals require two signatures from board members on the accompanying voucher.

ARTICLE V

Approved List of Charities

Section 1. List of eligible charities. The board of directors shall maintain a list of eligible charities which have tax exempt status and are approved under Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended, to which contributions are deductible under Section 170 (c) of the Internal Revenue Code of 1986, as amended, or the corresponding provisions of any future United States Internal Revenue Code. Only existing charities on the approved list may be designated for employee contributions.

Section 2. Update of Approved List. Any member of the Emergency Assistance Fund may submit name(s) of charitable organizations to the board, for consideration for inclusion on the approved list of charitable organizations.

Section 3. Determination/Review Procedure. The president of the board shall review the qualifications and tax status of charities submitted for inclusion on or deletion from the approved list as specified in Article Four (h) of the City of Wichita Employees' Emergency Assistance Fund Articles of Incorporation. At such time as the committee has determined that charitable organizations submitted by the employees have met the qualifications outlined in Section 3 above, the board of directors, by a majority vote, may include those charitable organizations on the approved list for employee contributions.

Section 4. Removal. After a year of no contributions, the agency will be dropped after a vote.

ARTICLE VI

Other Agencies Authorized to Receive Funds

Section 1. Authority. The board of directors of the City of Wichita Employees' Emergency Assistance Fund is authorized to disburse funds to charitable agencies not on the approved list, if sufficient funds are available.

Section 2. Application. The procedure by which a charitable agency shall request financial assistance from the corporation shall be by contacting, in writing, the president of the corporation. The board of directors will provide the charitable agency with a form requesting information pertaining to the agency and the purpose for which the funds will be used to be completed and returned for the board's review.

Section 3. Review Procedure. The president of the board shall refer charitable agency requests for funds to the board which will evaluate said request and provide recommendations to the board based on the data acquired. Disposition of a charitable agency's petition shall be handled by majority vote of the directors present.

ARTICLE VII

Individuals Authorized to Receive Contributions

Section 1. Application. Any employee of the City of Wichita may make application for a grant when due to circumstances beyond his control, a demonstrated need for financial assistance exists.

Section 2. Consideration. Individual employees of the City of Wichita may be considered for assistance by submitting a written application, completed by the employee or another person acting on the employee's behalf in the event the employee is unable to complete the application. All applications under this article will be held in strict confidence by the board of directors.

Section 3. Determination. After consideration by the board of directors, disposition of the individual's application, or that filed on his or her behalf, shall be decided by a majority vote of the directors present. The determination will be made in accordance with standard guidelines which have been approved by the board of directors. Applications can be denied due to a lack of information or cooperation, either on the part of the applicant or other persons from whom information is sought.

Section 4. Limitation. In no event shall financial assistance to an employee to be greater than \$2,000 in a twelve-month period.

ARTICLE VIII

Fiscal Year

The fiscal year of the City of Wichita Employee's Emergency Assistance Fund Shall be January 1, through December 31.

ARTICLE IX

Limitation of the Distribution of Funds

Section 1. Employee's Assistance. The first 15% of all contributions shall be utilized for an Employee's Assistance Fund.

Section 2. Budget. All administrative and campaign costs accrued during the year shall be paid from those funds set aside for employees' assistance and from investment returns.

Section 3. Agency Allocation/Non-designated Funds. For all funds except those identified in Sections 1 and 2, the board of directors shall authorize contributors to designate any approved charitable, social service or research agency or agencies to which their contributions shall be allocated. Any non-designated funds may be utilized to supplement the Employee's Assistance Fund or allocated to charitable organizations which meet tax exempt requirements. These distributions shall be made the discretion of a majority of a quorum of the board of directors.

ARTICLE X

Employee Contributions

Section 1. Percentage Deduction. An employee may participate in the Emergency Assistance Fund by having deducted each pay period a percentage of income base on an established schedule.

Section 2. Fixed Amount Contribution. An employee may participate in the Emergency Assistance Fund by having deducted each pay period a fixed dollar amount based on an established schedule.

Section 3. One Time Contribution. An employee may participate in the Emergency Assistance Fund by making a one time contribution each year.

ARTICLE XI

Amendments

Amendments to these bylaws shall be made only when approved by a three-fourths vote of the eligible voting members of the board of directors at the time the amendment is considered.

ADOPTED at Wichita, Kansas, this _____ day of _____, 2008.

President

Signed before me this _____ day of _____, 2008.

Notary Public

My Commission expires _____.