

KAPIO CODE OF ETHICS

I will be dedicated to the concepts and principles of democratic government.

I will affirm the dignity and worth of public service and continually strive to maintain the public's confidence by serving the public interest and putting the public trust before all else.

I will respect the public's right to know the public's business and will strive to create and maintain effective relationships with the media to foster those important communications.

I will adhere to the highest standards of honesty, accuracy and truth and will be accessible, knowledgeable and credible when speaking for my agency.

I will never knowingly disseminate false or misleading information and will act promptly to correct errors.

I will make every reasonable attempt to accommodate, educate and inform others by presenting clear and concise information.

I will strive to be the best source of information for my agency and if I do not know the answer to a question, I will find it or find someone who does.

I will never speculate, guess or lie.

I will respect privileged information as it protects the public good.

I will seek no favor and believe that personal gain secured by knowledge of information is dishonest.

I will take the time to strengthen my individual capabilities, and to encourage lifetime learning and professional development for myself and others.

I will recognize that the chief function of government at all times is to serve the best interests of all people.

KANSAS ASSOCIATION OF PUBLIC INFORMATION OFFICERS

By-laws

I. Name

The name of this organization is the Kansas Association of Public Information Officers, abbreviated KAPIO.

II. Purpose

The purposes of this organization are to:

- A. Promote professionalism in the field of Public Information and among KAPIO's members.
- B. Create a network of communications professionals.
- C. Conduct and/or sponsor activities which improve communications between public sector organizations and the public their organizations serve.
- D. Serve as an information resource for government management and communications professionals.
- E. Serve as a vehicle for professional growth.
- F. Raise the consciousness of public sector management and members of the general public to the necessity for public information operations and of the ethical standards within which such operations should be conducted.

III. Membership

- A. Qualifications: Individuals who represent a public jurisdiction to the media and population they serve as working communicators, public relations or community affairs specialists, public information officers, and public administrators, including appointed and/or elected officials.
- B. Types of Membership:
 - 1. General Member: Any communication professional working for a government in the state of Kansas.
 - 2. Associate Member: Individuals employed by quasi-governmental agencies and individuals associated with organizations and entities that conduct business regularly in the area of communication with government agencies in Kansas. These individuals shall enjoy all privileges of the association, except to vote or hold office.
 - 3. Student Member: Any student/intern from community colleges or universities interested in government communication as a profession.
 - 4. Special Member: Communications persons formerly employed in government or quasi-government organizations.

IV. Rights of Membership

Every General Member is a voting member and eligible to serve on the Board of Directors.

V. Selection of Membership

Candidates are selected upon satisfactory application to KAPIO and payment of dues.

VI. Membership Dues

Dues are established by a two-thirds vote of the Board of Directors and are payable annually.

VII. Board of Directors

KAPIO activities and affairs are under the direction of the KAPIO Board of Directors, members of which are selected annually to serve in this capacity.

A. Board Composition

The Board of Directors consists of the President, Past President, Vice President, Secretary, and Treasurer, elected by the membership annually. Committee chairs may be appointed by the President. Committee chairs shall be approved by the Board of Directors and may participate in Board business.

B. Terms

1. Officers will serve a two (2) year term, commencing January 1, following an election at or after the last regular meeting of the previous calendar year.
2. The President and Secretary shall be elected in even numbered years; the Vice President and Treasurer shall be elected in odd numbered years.
3. No more than one term in a position or title on the Board is allowed. Time in a Board position spent as a replacement for a vacated office does not count towards the term limit.

C. Vacancies

1. A vacancy shall be filled by majority vote of those active Association members in attendance at the next regular meeting. The individual elected shall serve the remainder of the term of the individual he or she replaces. No name shall be placed in nomination without consent of the nominee. The President or the Vice President shall appoint a temporary replacement until such vacancy is filled.

D. Duties & Responsibilities of the Directors

1. President: The President presides over all meetings and functions of the organization. The President is an ex-officio member of all committees. The President is the official spokesperson for KAPIO and is responsible for implementing the policies and programs of the organization. The President, along with the Treasurer and one other elected officer designated by the President and approved by the Board, shall be authorized to sign for expenditures of KAPIO funds.

2. Past President: Member recruitment, Association marketing and other duties as needed.
3. Vice President: The Vice President is responsible for coordination of the educational and peer recognition program and membership programs and organization marketing. In the President's absence, the Vice President shall serve as President of KAPIO.
4. Secretary: The Secretary is responsible for oversight of all published KAPIO materials. The Secretary shall also take the minutes of the Board meetings and General Meetings.
5. Treasurer: The Treasurer is responsible for oversight of KAPIO's financial affairs, including collection of dues and other credits. The Treasurer must countersign with either the President or another designated officer on all expenditures and keep financial records for KAPIO. The Treasurer reports on KAPIO's financial condition at each Board meeting and issues an annual report at the end of the Board term which shall be published and made available for public review. The Treasurer will also ensure that records are available for any audit activity as directed by the Board.

VIII. Powers and Authority

The Board of Directors controls all business and activities of the organization and shall set its policy. In case of Board vacancies, the President may nominate and the Board may approve successors as necessary to serve for the remainder of a term.

IX. Elections

The Board is elected annually by a vote of the general membership.

X. Meetings and Quorums

A. Meetings: General membership meetings shall be held at least once a year. Board meetings may be held more frequently.

B. Quorums: A quorum for the conduct of Board meetings will consist of a simple majority of the total number of voting members of the Board.

XII. Amendments

These By-laws may be amended by a majority vote of ballots received from General Members, with the proposed amendment(s).

XII. Parliamentary Authority

Robert's Rules of Order, newly revised, shall be the parliamentary authority for all matters of procedures not specifically covered by these Bylaws.