



## **Tacolalah Festival Bylaws**

### **Mission Statement**

The mission of the **Tacolalah Festival** is to help to preserve and further the good name of the City of Arkansas City, Kansas, by fostering and promoting amicable relations among individual citizens and various groups. This will be accomplished by enlisting the resources of individuals and groups toward the improvement of intergroup relations through the means of entertainment, food, games and music.

### **ARTICLE I**

#### **Name and Purpose**

##### **Section 1**

The name of this event shall be the **Tacolalah Festival**.

##### **Section 2**

The purpose of this event is to expose Arkansas City residents to different cultures, food and ways of life. It also shall function as a method of community integration and outreach to the Hispanic and Latino community in Arkansas City, Kansas, although all ethnic groups are equally welcome to participate in it.

##### **Section 3**

This event shall be held annually on the **first Saturday in May**, unless some unforeseen cause creates a need to reschedule the event until a later date, upon a majority vote of the Executive Committee.

##### **Section 4**

Unless otherwise unavailable, this event shall be held in **Wilson Park**, located at 701 N. Summit St. in Arkansas City, Kansas.

### **ARTICLE II**

#### **Composition**

##### **Section 1**



The Tacolalah Festival is an independent event supported by the City of Arkansas City, Visit Ark City and the V.J. Wilkins Foundation.

## **Section 2**

City advisory boards that shall retain a supporting stake in the ongoing Tacolalah mission are the:

1. Beautification and Tree Advisory Board
2. Equal Opportunity and Accessibility Advisory Board
3. Visit Ark City Board of Trustees

## **Section 3**

Tacolalah is a volunteer-run event. However, owing to its unique status as an event supported by many City boards, it is understood that some City property, labor and equipment will be required to allow for the event to proceed each year. Tacolalah will attempt to minimize the costs of such and, when financially feasible, may reimburse the City for certain expenses as agreed upon prior.

## **Section 4**

As the Tacolalah Festival grows, it is anticipated that additional community businesses, clubs, groups and nonprofit organizations may wish to become part of the Tacolalah family. Each shall have appropriate input into the governance of the event as deemed acceptable by the Executive Committee, but final decision-making power shall rest with the Executive Committee.

# **ARTICLE III**

## **Executive Committee**

### **Section 1**

The Tacolalah Festival shall be organized and governed by an Executive Committee, which shall comprise seven (7) members, representing organizations with a stake in this event's ongoing success.

### **Section 2**

The Executive Committee's responsibilities include, but are not limited to:

1. Identification of Tacolalah Festival needs and growth opportunities;
2. Development of Tacolalah Festival goals and measurement of outcomes;
3. Establishing Tacolalah Festival policies and procedures;
4. Encouraging, tracking, and publicizing the recruitment of vendors and volunteers;
5. Serving as a link to other agencies, boards, committees or organizations;
6. Administration of the Tacolalah Festival's fiscal responsibilities and obligations.



### **Section 3**

The Executive Committee shall consist of the following voting representatives:

1. One (1) member representing the interests of Wilson Park, preferably a member of the **Arkansas City Beautification and Tree Advisory Board** or the **Friends of Wilson Park**;
2. One (1) member of the **Arkansas City Equal Opportunity and Accessibility Advisory Board**;
3. One (1) representative of **Visit Ark City**;
4. One (1) representative of the **Cowley Outdoor Market**; and
5. Three (3) at-large representatives, selected by the other four (4) members on an annual basis.

### **Section 4**

Members of the Executive Committee shall commence their terms in **July**. Members shall be appointed by a majority vote of the originating entity or board. These votes should be held no later than during the **June** meetings of these entities or boards. Voting results should be reported immediately to the Secretary to allow sufficient time for contact list updates.

### **Section 5**

*Ad hoc* committee members may be appointed as necessary, but shall have no voting privileges.

### **Section 6**

The Executive Committee shall meet at least once per month and may meet more often as needed. Meetings may be canceled by the Chairperson or upon a majority vote of the entire Executive Committee. Four (4) members, including a presiding officer, shall constitute a quorum of the Executive Committee. Members may attend meetings and vote electronically or virtually, if necessary.

### **Section 7**

The Executive Committee shall be exempt from the provisions of the Kansas Open Meetings Act.

## **ARTICLE IV**

### **Officers**

### **Section 1**

Officers of the Executive Committee shall include:

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Treasurer



## **Section 2**

Officers of the Executive Committee shall be elected and/or appointed at the first meeting in **July**. Terms shall be one year and no officer may serve for more than two consecutive years in said office, with the exception of the Treasurer. This limit may be waived at the discretion of the Executive Committee with a majority vote. Officer vacancies that occur shall be filled from the Executive Committee membership.

## **Section 3**

The duty of the **Chairperson** is to preside over all Executive Committee meetings and to facilitate all communications of the Tacolalah Festival. The Chairperson may appoint special committees, and shall be responsible for determining the time and location of all regular and special committee meetings.

## **Section 4**

The duty of the **Vice Chairperson** is to preside over all Executive Committee meetings, in the absence of the Chairperson. Additional supervisory duties may be assigned by the Chairperson as needed.

## **Section 5**

The duty of the **Secretary** is to record minutes at all Executive Committee meetings and ensure that copies of those minutes are distributed to all Executive Committee members in a timely manner. The maintenance of minutes from all Executive Committee meetings is the responsibility of the Secretary.

## **Section 6**

The duty of the **Treasurer** is to provide accurate and complete information about the fiscal resources of the Tacolalah Festival to the Executive Committee. It is the responsibility of the Treasurer to work with the fiscal agent(s) of the Tacolalah Festival to ensure that all receipts and expenditures are promptly and correctly recorded in accordance with generally accepted accounting principles. The Treasurer shall work with the fiscal agent(s) to ensure all payments are made, and all incomes collected and deposited, in a timely manner. The Treasurer shall be responsible for ensuring all vendor payment distributions are made accurately. The Treasurer also shall present financial reports at each regular Executive Committee meeting and maintain copies of all financial records for the Tacolalah Festival. These records shall be passed along to the new Treasurer (or, if one is not yet appointed, the Chairperson) upon leaving office.

## **Section 7**

The **Director of Visit Ark City** and a representative of the **City of Arkansas City** shall serve as nonvoting *ex officio* members and advisors of the Executive Committee. The Director of Visit Ark City also shall serve as the **fiscal agent** of the Tacolalah Festival, unless otherwise replaced by a majority vote of the Executive Committee. (This term is not subject to normal term limits.)



## ARTICLE V

### Adoption and Amendments

#### Section 1

These bylaws shall become effective upon a majority vote of the original five (5) parent boards.

#### Section 2

Any amendment, alteration or revision of these bylaws shall occur only after a recommendation by the Executive Committee, upon a majority vote, to the Equal Opportunity and Accessibility Advisory Board and the Visit Ark City Board of Trustees for approval. Any such changes shall become effective upon a majority vote of the Equal Opportunity and Accessibility Advisory Board, the Tacolalah Executive Committee, and the Visit Ark City Board of Trustees.

## ARTICLE VI

### Rules of Order

#### Section 1

All questions of order shall be decided by the Chairperson (or Vice Chairperson, if the Chairperson is absent). The general guide for conduct of Executive Committee meetings shall be **Robert's Rules of Order**.



**Adoption of these bylaws occurred through a majority vote of these qualified voting board members:**

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**Robin Henderson**, Chairwoman  
*Beautification and Tree Advisory Board*

**Date:**

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**Charles Tweedy**, Chairman  
*Community Spirit Award Committee*

**Date:**

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**Tammy Lanman-Henderson**, Chairwoman  
*Equal Opportunity and Accessibility Advisory Board*

**Date:**

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**Gary Hale**, Chairman  
*Northwest Community Center Advisory Board*

**Date:**

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**Arty Hicks**, Chairman  
*Visit Ark City Board of Trustees*

**Date:**

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**Kelly Dillner**, Director  
*Cowley Outdoor Market*

**Date:**

**ATTEST:**

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**Jill Hunter**, Director  
*Visit Ark City  
Convention and Visitors Bureau*

**Date:**

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**Andrew Lawson**, Public Information Officer/  
Special Projects Coordinator  
*City of Arkansas City, Kansas*

**Date:**

**These bylaws became effective July 1, 2022, upon ratification by qualified voting board members.**