



Tacolah Festival Bylaws

Mission Statement

The mission of the **Tacolah 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 **Tacolah 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. ~~This event shall support the City of Arkansas City's Wilson Park Master Plan.~~

ARTICLE II

Composition

Section 1



The Tacolalah Festival is ~~an independent event sponsored~~ supported by the City of Arkansas City, ~~through its various advisory boards, Visit Ark City and the V.J. Wilkins Foundation.~~

Section 2

City ~~advisory~~ boards that shall retain ~~an organizing and policy~~ supporting stake in the ongoing Tacolalah mission are ~~the~~:

1. Beautification and Tree Advisory Board
- ~~2. Community Spirit Award Committee~~
- ~~3. 2. Equal Opportunity and Accessibility Advisory Board~~
- ~~4. Northwest Community Center Advisory Board~~
- ~~5. 3. Visit Ark City Board of Trustees~~

Section 3

Tacolalah is ~~primarily~~ a volunteer-run event. However, owing to its unique status as an event ~~cosponsored~~ 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 ~~and the boards that appoint it.~~

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 ~~each parent City board~~ 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 Tacolah Festival goals and measurement of outcomes;
3. Establishing Tacolah 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 Tacolah Festival's fiscal responsibilities and obligations.

Section 3

The Executive Committee shall consist of the following voting representatives:

1. One (1) member ~~of 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 Community Spirit Award Committee;~~
- ~~3. 2. One (1) member of the~~ **Arkansas City Equal Opportunity and Accessibility Advisory Board;**
- ~~4. One (1) member of the Northwest Community Center Advisory Board;~~
- ~~5. 3. One (1) representative member of the~~ **Visit Ark City Board of Trustees;**
- ~~6. 4. One (1) representative of the~~ **Cowley Outdoor Market;** and
- ~~7. 5. One-Three (13)~~ **at-large representatives,** selected by the other ~~six-four (64)~~ **(64)** members on an annual basis.

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Section 4

Members of the Executive Committee shall commence their terms in **July**. Members shall be appointed by a majority vote of the ~~parent-originating entity or~~ **board** ~~on which they serve~~. These votes should be held no later than during the **June** ~~regular~~ meetings of these ~~entities or~~ **boards**. Voting results should be reported immediately to the ~~Public Information Officer/Special Projects Coordinator~~ **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 ~~bound by and obey~~ **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 Tacolah 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 Tacolah Festival to the Executive Committee. It is the responsibility of the Treasurer to work with the fiscal agent(s) of the Tacolah 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 Tacolah 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 ~~the a representative of Public Information Officer/Special Projects Coordinator for 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 Tacolah Festival, unless otherwise replaced by a majority vote of the Executive Committee. (This term is not subject to normal term limits.)

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ARTICLE V

Adoption and Amendments

Section 1

These bylaws shall become effective upon a majority vote of the original five (5) parent boards, ~~as listed in Article II, Section 2.~~

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 ~~five (5) parent boards~~ for approval. Any such changes shall become effective upon a majority vote of the Equal Opportunity and Accessibility Advisory Board, the Tacolah Executive Committee, and the Visit Ark City Board of Trustees ~~five (5) parent boards, as listed in Article II, Section 2.~~

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:

~~Brooke Padgett~~Robin Henderson, Chairwoman
Beautification and Tree Advisory Board

Date:

~~Curtis Freeland~~Charles Tweedy, Chairman
Community Spirit Award Committee

Date:

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

Date:

~~Ruben Garcia~~Gary Hale, Chairman
Northwest Community Center Advisory Board

Date:

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

Date:

~~Kelly Dillner~~, ~~Advertising~~ Director
1025 The River Cowley Outdoor Market

Date:

ATTEST:

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

Date:

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

Date:

These bylaws became effective ~~_____~~July 1, 2020~~2022~~, upon ratification by qualified voting board members.