

**BY-LAWS OF  
THE KANSAS LAND TITLE ASSOCIATION**

**ARTICLE I: VOTING – GENERAL MEMBERSHIP MEETINGS**

At all general membership meetings each active member in attendance at any meeting shall have one vote. An active member is defined as any individual, partnership, or corporation that has paid the required dues, and each entity shall be entitled to only one vote for each paid membership. Upon request of an active member, a roll call vote shall be taken, and each active member, as taken from the Executive Secretary’s current membership list, shall be entitled to one vote.

**ARTICLE II: EXECUTIVE COMMITTEES**

Sec.1 Structure

The management and control of the Association shall be vested in the President, the President-Elect; the Vice President; the Immediate Past President; the President of the Past Presidents Council, and the Executive Committee, which Committee consists of twelve (12) members.

Each one of the twelve (12) Executive Committee members shall be entitled to one (1) vote. The Immediate Past President and the President of the Past Presidents Council shall each be entitled to one (1) vote. The President of the Association shall only be entitled to vote in the case of a tie and his/her vote is needed to break the deadlock. The President-Elect and Vice President shall each be entitled to one vote unless he/she is acting in place of the president, in which case he/she shall have only the voting powers of the President.

Sec.2 Districts

The State of Kansas is hereby divided into five Regional Districts. Such districts to consist of the following counties:

District 1.	Cheyenne	Rawlins	Decatur
	Sherman	Thomas	Sheridan
	Wallace	Logan	Gove
	Norton	Phillips	Smith
	Osborne	Rooks	Graham
	Trego	Ellis	Russell
District 2.	Jewell	Republic	Washington
	Marshall	Clay	Cloud
	Mitchell	Lincoln	Ottawa
	Geary	Dickinson	Riley
	Doniphan	Brown	Nemaha
	Atchison	Pottawatomie	Jackson
	Jefferson	Leavenworth	Shawnee
	Wyandotte	Johnson	Douglas
	Wabaunsee		
District 3.	Miami	Linn	Franklin
	Anderson	Coffey	Osage
	Lyon	Chase	Morris
	Bourbon	Allen	Woodson
	Greenwood	Elk	Chautauqua
	Montgomery	Labette	Cherokee
	Crawford	Neosho	Wilson

District 4.	Butler	Barber	Sedgwick
	Kingman	Harper	Sumner
	Cowley	Pratt	Saline
	Ellsworth	Stafford	Rice
	Reno	Harvey	Marion
	McPherson	Barton	
District 5.	Rush	Ness	Pawnee
	Hodgeman	Edwards	Gray
	Meade	Clark	Comanche
	Lane	Kiowa	Ford
	Scott	Wichita	Greeley
	Hamilton	Kearny	Finney
	Haskell	Grant	Stanton
	Morton	Stevens	Seward

### Sec.3 Number and Election of Executive Committee

- (a) There shall be 12 elected Executive Committee members each having a three (3) year term of office. Two (2) of the elected members shall be elected from the Association membership “at-large”. Ten (10) of the elected members shall be elected from the District in which they reside with there being two (2) members from each of the five KLTA Districts. Terms of office will be rotated and staggered in order that experiencing members will be on the Executive Committee at all times.

Executive Committee members shall be elected at the Annual Convention each year. During the first election year, there shall be elected five (5) members, one from each of the five districts, for a 3 year term of office. During the second election year, there shall be five (5) members, one from each of the five districts, for a 3 year term of office. During the third election year, there shall be elected two (2) members from the membership “at-large” for a 3 year term of office.

- (b) Each of the two elected Executive Committee members from each of District shall appoint his/her own District Chairperson of the District. The term of office of each District Chairperson shall run from date of appointment to the next annual convention.

- (c) A vacancy in Executive Committee or any office shall be filled by a majority vote of a quorum of said Executive Committee.

(d) Removal from Office:

A member of the Executive Committee or a District Chairman may be removed from office if:

1. Such person misses two consecutive meetings, with unexcused absences, from the following scheduled meetings:

- a. Fall executive committee meeting.
- b. Executive Committee meeting following the annual title school.
- c. Spring District meeting in the member’s district.
- d. Executive Committee meeting at the annual convention.
- e. Special teleconference meetings whereby the entire Executive Committee and all Officers are called upon to attend after proper notice.

2. Such person, or the Company such person represents, is more than 30 days delinquent in paying their annual KLTA membership dues.

Removal may be accomplished by a majority vote of the Executive Committee or a special meeting of that body duly called and held in accordance with the Constitution and By-Laws of said Association.

Sec.4 Duties

The duties of the Executive Committee are to formulate the policies of the Association, assist in its activities, act in a general advisory capacity, and decide necessary business and perfunctory matters. The Executive Committee shall annually select a Treasurer to perform the necessary duties of such an office, and prescribe the duties, rules and regulations for the work of such Treasurer.

The Executive Committee shall employ an Executive Secretary whose duties and responsibilities shall be at the direction and control of the Executive Secretary Supervisory Board, and whose salary shall be set by the Executive Committee.

Sec.5 Quorum

A quorum of the Executive Committee shall consist of six voting members.

### **ARTICLE III: OFFICERS**

Sec.1 President

The President shall preside at the annual convention and all other meetings and otherwise direct the affairs of the organization as is customary for such an official to do.

Sec.2 President-Elect

The President-Elect shall be the incoming President of the Association. He/she will act in the name, place and stead of the President in case of his/her absence or inability to perform the function for any reason whatsoever. The President-Elect will preside and be in charge of the title school, and should be the outgoing Vice President.

Sec.3 Vice President

The Vice President shall serve in the capacity of understudy to the President-Elect and President. The Vice President will be invited to and included in all meetings of the education committee for the purposes of learning how to run the title school, and may be charged with chairperson of a committee at the direction of the President. In the event the President-Elect is unable to serve either temporarily or permanently, the Vice President will automatically become the President-Elect.

Sec.4 Treasurer

The Executive Committee shall, at the annual convention or within 30 days after adjournment of the convention, meet and appoint from the membership of this Association a Treasurer.

Sec.5 Election of Officers

The President, President-Elect, and Vice President shall be elected at the annual convention by a majority vote of the quorum at the general membership meeting.

Sec.6 Term of Officers

The terms of the President, President-Elect and Vice President shall be from the date of their election until the date of the election of such officers at the ensuing regularly held annual convention of the Association.

Sec. 7 Removal from office

An Officer of the Association may be removed from office under the same conditions and criteria as set forth under Article II, Section 3(d) of these By-Laws.

**ARTICLE IV: COMMITTEES**

The President, within thirty (30) days after the election shall fill the expired terms and vacancies, if any, in the Grievance Committee, and, unless otherwise provided, appoint members of all other Committees, whether established here, by action of the Executive Board, or by the members at any meeting, each to consist of a chairperson and such number of members as he/she shall deem advisable, and such appointees whose terms expire shall continue in office until their respective successors are appointed.

Sec.1 Public Relations

The Public Relations Committee shall promote the Association and its members to the general public, other professional or trade associations and branches of the Federal, State, County or Local governments in an effort to create a better understanding of the purposes of the abstract and title insurance industry and the Association and to work with committees or authorized representatives of such groups or similar bodies to promote our mutual interest.

Sec.2 By-Laws

The By-Laws Committee shall report to the Executive Committee and to the members at each Annual Meeting. It shall consider all proposals to amend and may, on its own motion, propose amendments to the Constitution, By-Laws and the Code of Ethics of this Association, and shall, subject to the approval of the Executive Committee, specify for distribution among the members those practices which shall thereafter be deemed in violation of the principles of said Code of Ethics.

Sec.3 Education

The President shall, within 30 days following the adjournment of the regular annual meeting in 1996, appoint a committee of not less than fifteen (15) members of the Association to be known as the Education Committee. The President-Elect of this Association shall serve as chairperson. The President shall initially appoint the following: Five (5) members shall serve a three (3) year term; five (5) members shall serve a two (2) year term; five (5) members shall serve a one (1) year term. Any additional members shall serve a one (1) year term. The terms of the Committee members shall run from the first day of the

month following the annual Kansas Land Title Association Title School following his/her appointment, to the first day of the month following the annual Kansas Land Title Association Title School at the end of his/her respective terms. Thereafter, the President, after consultation with the Vice Chairman of this Committee, shall appoint each year, five (5) members. If so appointed, nothing herein shall prohibit a member from serving successive terms. A Vice-Chairperson shall be elected by a majority vote at the first meeting of the committee, for a two (2) year term. The Vice-Chairperson shall be elected from those committee members who have served at least one (1) year on committee.

The Education Committee shall plan, organize, promote and be responsible for the execution of a constantly improving program of instruction for the general benefit of Association members and the employees of Association members. Subject to the approval of the Executive Committee, it shall conduct schools of education on behalf of the Association, or in conjunction with other professional and trade associations.

#### Sec.4 Grievance

##### (a) Structure

(1) The Grievance Committee shall consist of a Chairperson, who shall serve for one year, and four other members. No two members of the Committee shall be appointed from the same District. Within thirty (30) days after the annual meeting of the Association at which this Constitution is adopted, the Chairperson and two members shall be appointed for a term of one year each and two members shall be appointed for a term of two years each. Thereafter, within thirty (30) days after each succeeding convention, a Chairperson shall be appointed to a term of one year and two members shall be appointed for a term of two years each. The Committee shall have the power to consider and investigate complaints involving alleged misconduct by a member thereof, including, without limitation, alleged member-violations of the principles of the Code of Ethics. The Committee may itself initiate investigation as aforesaid, and, on majority vote of its members, may become the complaining party to a grievance, or may undertake any such investigation upon complaint laid before it by a member of an aggrieved party. The Committee shall proceed in the manner provided by Article IV, Section 5(b).

##### (b) Procedure

(1) Complaints against a member of the Association alleging misconduct in his/her relations with the general public, the Association, or a member thereof, shall be in writing, signed by the complaining party and shall state plainly the matter being complained of. Any such complaint shall be filed with the Executive Secretary of the Association who shall forthwith refer it to the Grievance Committee. The complained-of-member shall be furnished a copy of the complaint and shall be permitted thirty (30) days to answer the same in writing, such answer to be filed with the Chairperson of the Grievance Committee. Such member shall cooperate with the Grievance Committee and, on request, shall disclose pertinent facts and records, not privileged, germane to the investigation.

- (2) At a time and place designated by the Grievance Committee, said Committee shall hold a hearing on the complaint, at which hearing the complainant and the complained-of-member may appear personally and by counsel; provided, however, that if after preliminary investigation the committee shall deem the complaint groundless, it may dismiss the complaint. Upon the dismissal of the complaint, the Grievance Committee shall determine whether said complaint was brought with malicious intent and if so found may assess the reasonable costs of the hearing against the complainant member.
- (3) The Grievance Committee's findings and recommendations after investigation and hearing of any complaint shall be reduced to writing and submitted promptly to the Executive Committee. A copy thereof shall be given to the complained-of-member. Upon the written request of the complained-of-member, the Executive Committee shall, before making a final decision, give him/her an opportunity to appear in person and by counsel and to be heard in support of his/her defense.
- (4) The Executive Committee shall review the Grievance Committee's findings and recommendations and may find the complained-of-member to be guilty or not guilty of the charges against him/her, and if found guilty, may adjudge that he/she be censured, or suspended, or expelled from the Association; but no censure, suspension or expulsion shall be adjudged except by a vote of two-thirds of the whole Executive Committee. Such decision of the Executive Committee shall be reduced to writing and a copy thereof furnished to the complainant and the complained-of-member.
- (5) Any decision of the Executive Committee suspending or expelling a member shall be final and shall become effective according to its terms unless, within thirty (30) days thereafter, the member shall file with the Executive Secretary of the Association a written appeal to the membership of this Association, in which event the decision of the Executive Committee shall be held in abeyance pending determination of the appeal at the next Annual Meeting. Upon any such appeal the decision of the Executive Committee shall be affirmed or reversed by a majority vote of the Active Members present and voting at the meeting.
- (6) All communications, notices or pleadings by or from any party to a grievance proceeding shall be sent by certified or registered mail addressed to the Association at the principal place of business of its Executive Secretary. All notices or communications by or from the Association to any party to such proceedings shall be sent by certified or registered mail addressed to the principal office of said party as last entered upon the records of the Association.

## Sec.5

### Legislative

The Legislative Committee shall review and monitor all proposed or pending legislation and court and administrative decisions which are pending at the State and Federal level which impact the

conduct of the abstract and title insurance business and, subject to the approval of the Executive Committee, shall have the powers to act on behalf of the Association with regard to any such items which may affect the interests of the Association and its members. The Committee shall report its activities to the Executive Committee at least annually.

Sec.6            Nominating

The four most recent living presidents and the current president of the association shall constitute the Nominating Committee for the nomination of officers at each annual convention. A majority of those members present at any Nominating Committee meeting shall constitute a quorum. Said committee shall meet prior to the convention and submit a slate of candidates for office. Notification to the membership shall be made by publishing the slate either in the summer edition of the Kansas Abstracter or by mail. A list of candidates shall also be provided in the convention packets. The Nominating Committee shall nominate one candidate for each of the following offices: President, President-Elect, Vice President and members of the Executive Committee of the association as set out in Article II, Section 3 (a) of these by-laws. The Nominating Committee's report shall be delivered at the time and place that the President of the association shall direct. Provided, however, that in any event such report shall be delivered before the adjournment of the convention. Additional nominations may be accepted from any voting member of the association. A majority of those members present at any Nominating Committee Meeting shall constitute a quorum.

Sec.7            Planning

The Planning Committee shall study ways and means for improving the operations and methods of the Association and the furtherance of a closer relationship between it and the membership. Its recommendations shall be submitted by the Chairperson to the Executive Committee.

Sec.8            Membership

The Membership Committee shall actively recruit new members and review all applications for membership in the Association. They shall determine if the applicant has fulfilled the requirements as set out in the Constitution of the Association. They will forward their recommendations to the Executive Committee for action.

Sec.9            Executive Secretary Supervisory Board

The Executive Secretary Supervisory Board shall recommend a qualified person for the Executive Secretary position to the Executive Committee, which shall make the final decision on the employment of said person. The duties and responsibilities of the Executive Secretary shall be at the direction and control of the Executive Secretary Supervisory Board. This Board shall consist of the immediate Past President, President, President-Elect, Vice President and Treasurer.

Sec.10           Scholarship

The Scholarship Committee will prepare and circulate a scholarship application form to all active members of KLTA to assist the children of members, member's employees and

member's employee's immediate family (including grandchildren) to further their education to a two-year, four-year, or Tech College. The Executive Committee will establish each year the number of and the dollar amounts of the scholarships at the recommendation of the scholarship committee. The Scholarship Committee will adopt guidelines for selection and approval of applicants and such guidelines will be approved by the Executive Committee.

Sec.11 Website and Social Media

The Website and Social Media Committee will maintain the website and any Social Media sites the Executive Committee has approved. The Website and Social Media Committee shall also study ways and means of improving the website and communication through Social Media. It is also the committee's responsibility to make recommendations to the Executive Committee for any necessary budgetary needs. The Executive Secretary will be an active part of this committee.

**ARTICLE V: PAST PRESIDENTS' COUNCIL**

All of the past presidents of the association shall constitute a Past President's Council. They shall organize for the ensuing year at each annual convention of the association. At such organizational meeting they shall elect from among their members a president, vice president and secretary-treasurer. All members of the Past President's Council shall be invited to attend all executive committee meetings. They will have the right to submit suggestions to the executive committee and to perform any duties requested by the officers or executive committee and to submit their recommendations to the executive committee. However, with the exception of the President of the Past President's Council, they shall not have the right to vote, make motions or second motions, or do any other act except those above set out at such executive committee meetings.

These By-Laws hereby rescind and thereby supersede in their entirety the previous By-Laws and Amendments thereto, effective this 6th of September, 2019.



