

**BYLAWS OF THE
MISSOURI-KANSAS LOCKSMITH ASSOCIATION, INC.
02/11/2023**

ARTICLE 1 - NAME AND EMBLEM

SECTION 1. The name of the organization shall be the Missouri-Kansas Locksmith Association, Inc., hereafter referred to as "MKLA."

SECTION 2. The emblem of the MKLA shall be a diamond, having its vertical axis approximately two-thirds the length of its horizontal axis, bordered by a concentric diamond. The border formed by the two diamonds shall encase the words, "Missouri-Kansas Locksmith Association, Inc." In the central space enclosed by the smaller diamond shall be a heart overprinted with a cylinder key in the vertical position and both overlaid by the letters "MKLA."

ARTICLE II - OBJECTS AND CODE OF ETHICS

SECTION 1. Objects

MKLA is an association of locksmiths whose purpose and object is to encourage, promote, aid in, and effect the voluntary interchange among the membership of data, information, experience, ideas, knowledge, methods, and techniques relating to the field of locksmithing.

SECTION 2. Code of Ethics

All members of MKLA by acceptance and continuance therein, shall be deemed to have subscribed to the following Code of Ethics. That the dignity of our chosen profession may be perpetuated, it is the duty of all members of MKLA:

- **To practice their profession in the spirit of fairness to their clients, with fidelity to security in conformance with appropriateness, and with high ideals of personal honor;**
- **To properly and impartially analyze security problems, and to advance the best possible solution for the protection of their clients;**
- **To conduct themselves in a dignified manner;**
- **To abide by applicable licensing, registration, and business regulations;**

- To advertise and conduct business in a non-deceptive manner;
- To abstain from using improper or questionable methods of soliciting patronage, and to decline to accept such incompatible patronage;
- To refrain from using their professional skills, training, or expertise in a manner that compromises the safety or security of the customer or the general public;
- To refrain from associating themselves with or allowing the use of their names by any enterprise of questionable character, or in any manner countenancing misrepresentation;
- To cooperate in advancing the best interest of the locksmithing industry by interchange of general information and experience with fellow locksmiths;
- To encourage and promote loyalty to the profession, always ready to apply their special knowledge, skill and training for the use and betterment of our industry.

ARTICLE III - MEMBERSHIP

SECTION 1. Qualifications.

Any individual who is actively engaged in servicing or installing locks or safes or is a student of a recognized resident or correspondence school or is participating in a supervised apprenticeship program is eligible for membership in MKLA provided he/she can meet the requirement set forth in the current "Application for Membership," submits a properly prepared "Application for Membership," and is approved by a two-thirds vote of the Active members present at a regular membership meeting when that application is presented to the membership.

In the event an application for membership is denied, the application cannot be resubmitted for a period of twelve months, at which time the process for consideration of the application will be once again repeated as described herein.

SECTION 2. Classifications.

The membership of MKLA shall consist of the following classifications:

A. Active.

Active members shall be those individuals that are engaged in installing and servicing security hardware. Active members shall

be accorded all rights, privileges, and obligations of MKLA membership.

B. Associate.

Associate membership is available to those manufacturing and/or companies engaged in supplying material, equipment, or services to the locksmith, security, and/or safe industry or profession.

C. Life.

Life membership may be awarded to any MKLA member who is no longer actively engaged in the trade and who has made significant contributions to MKLA and the craft. Life membership shall be awarded upon recommendation of the Executive Board and a two-thirds vote of the membership at a regular meeting.

SECTION 3.

Applications for membership shall be submitted according to the directions contained on the latest edition of the application. After the Sergeant at Arms has verified that the application is complete, it will be presented to the Executive board.

At the next regularly scheduled monthly meeting the Sergeant At Arms will escort the applicant from the meeting place so that the application can be discussed and a vote taken.

The application shall then be presented to the membership, along with the Executive Board's recommendations, for approval or rejection by the membership.

SECTION 4. Active Membership, in MKLA is an individual matter and does not apply to an entire company, except as indicated in Article III, Section 5, and cannot be transferred or assigned.

SECTION 5. Associate membership applies to the entire company or organization. Use of the MKLA emblem/logo and/or name must be accompanied by the words "Associate Member" and when used in advertising material, they must be directed primarily at the locksmith industry rather than the general public.

A member may use the MKLA Logo to promote his/her individual business. If a member is employed by a company, the membership does NOT allow the company to use the MKLA Logo for advertising.

If a business wishes to use the MKLA Logo in its advertising, one or more of the principal officers or owners must be a current member of MKLA.

SECTION 6. The membership roster of MKLA shall not be distributed, loaned, or sold to other than MKLA members, the Associated Locksmiths of America, Inc. (ALOA), or surrounding locksmith associations.

SECTION 7. Delinquency, reinstatement, and removal.

A. Any member in arrears over sixty days in dues payments shall be considered delinquent and dropped from the rolls.

B. Delinquent members may be reinstated by full payment of the arrears amount within one year from the due date.

C. Removal. Any member of MKLA may be removed from MKLA by two thirds vote of the Active and life members present at a regular meeting after a grievance has been filed against that member, and the Grievance Committee has given a report of its findings and recommendations in the matter as outlined in Article VI, Section 2. The recommendation of the Grievance Committee is not binding and may be rejected or accepted by the members.

In the event of a vote for removal, no refund of prepaid or unused dues and/or fees shall be made.

ARTICLE IV - OFFICERS, TRUSTEES, AND THE EXECUTIVE BOARD

SECTION 1. The officers of MKLA shall consist of a President, a Vice President, a Secretary, a Treasurer, a Sergeant at Arms, **three Trustee's** and a Website Administrator, all of whom shall be selected as set forth in Article V, except for the Website Administrator, **and three Ex Officio Non-Voting Trustees**, who shall be appointed by the President.

SECTION 2. The elected officers of MKLA shall serve a term of one year. A maximum of four consecutive years may be served in any office.

SECTION 3. The immediate past President of MKLA, two Active members, **and three Ex Officio Non-Voting Trustees** shall comprise the Trustees.

SECTION 4. The elected or appointed officers and Trustees shall comprise the Executive Board, hereafter referred to as the "Board."

SECTION 5. Duties.

A. The President shall preside over all regular, special, and board meetings. He/she shall perform all other duties incident to the office and guide MKLA so as to increase its usefulness to the members.

B. The Vice President shall be responsible for arranging the program at each regular meeting and shall assist the President as

requested. He/She shall assume the duties of the President in his/her absence.

- C. The Secretary shall be responsible for recording the minutes of all regular, special and Board meetings. He/she shall also maintain all correspondence for MKLA as directed by the President to include sending annual dues notices in September of each year and maintaining and supplying the Website Administrator, a current membership roll.
- D. The Treasurer shall be responsible for the collection of all monies due MKLA, disbursement of all approved funds, maintenance of financial records, monthly financial report to the members, and assist in the preparation of the Annual Report.

The Treasurer will make available a change fund for the purpose of selling MKLA Logo items at our regularly scheduled meetings to our attending members.

The treasurer will be responsible for the accounting of said funds. Disbursement of all funds shall require the signature of two elected officers. The Treasurer shall also assist the Secretary in the maintenance of the membership roll by providing timely notice of the receipt of dues.

- E. The Sergeant At Arms shall maintain a current inventory of MKLA property to include MKLA logo imprinted items. He/She will be responsible to make these items available for sale at every regularly scheduled meeting of MKLA. He/she shall also otherwise assist the President as needed and as outlined in Article III,
- F. The Trustees shall advise and assist the MKLA officers, drawing on their experience.

G. The Ex Officio Non-Voting Trustees shall advise and assists the MKLA Officers drawing off their experience. Ex Officio Non-Voting Trustees will be three Locksmithing and/or Electronic Access Controls Distributors that have warehouses in the states of Missouri and/or Kansas.

SECTION 6. Vacancies.

Any officer absent three consecutive meetings without notifying a Board member, shall be considered to have vacated that position. The President may, with a two-thirds vote of the Board, appoint a replacement to fill the unexpired term.

ARTICLE V - NOMINATIONS AND ELECTIONS

SECTION 1. Nominating Committee. The President shall appoint a Nominating Committee at the July meeting prior to a scheduled election.

It shall consist of the Vice President, who shall serve as chairperson, and three or five Active members. The committee shall nominate one person to each elected position and report their nominations to the Officers and Members, at the August meeting. After the report of the Nominating Committee, nominations for each position shall be opened to the members.

SECTION 2. Election. The chairman of the Nominating Committee shall furnish to the Website Administrator a list of all nominees for each elected position in ample time to be Published in the Members Area on the web site no later than September the Secretary shall be responsible for printing a sufficient number of ballots listing the Nominees for each position along with adequate space for one write-in nominee for each position.

The election of officers shall be at the regular September business meeting. The Sergeant at Arms will distribute a ballot to each member eligible to vote. Ballots will be collected, and the President shall direct the counting of the ballots with the tally being announced during the meeting.

In the event of a tie vote, the outcome shall be decided by a coin toss conducted by the President.

SECTION 3. Installation. The duly elected officers and new Trustees shall be installed in October at a special function or at the regular meeting.

ARTICLE VI - COMMITTEES

SECTION 1. In addition to those listed elsewhere in this article, the President shall appoint any and all necessary committees for the good of MKLA.

SECTION 2. Grievance Committee.

Any member having a grievance against any other member shall make that grievance known to any member of the Board. That Board member shall make the substance of the grievance known to the President at the next meeting of the Board.

The President at that time shall appoint a Grievance Committee of three to five Active members who have no personal interest in the party or parties involved to investigate the matter. The chairperson of the Grievance Committee shall report the findings and recommendations of the

committee at the next regular meeting, where the membership may choose to act in favor of the committee' s recommendation, another course of action, or not to act.

In any case, the report of the Grievance Committee to the members shall dissolve the committee with regard to that grievance.

In the event the committee is not ready to make a recommendation at the next regular meeting, the chairperson shall inform the Board of the substance of the investigation and reason for delaying the committee' s report.

In the event the member making the original grievance feels the matter has been corrected to his/her satisfaction or otherwise wishes to withdraw the grievance, he/she shall so inform the President before the committee's report is to be given.

In the event the grievance involves the President, the Vice President shall act in place of the President in all matters involving the grievance

ARTICLE VII - MEETINGS

SECTION I. A regular meeting shall take place each month, **the Date and Time** shall be published on the MKLA Website., except as noted in Article VII,

Section 2. Regularly Scheduled Monthly meetings are for MKLA Members Only. Members may invite guests to attend with them. All guests must be accompanied and attended by a current member. Anyone who is not a current member of MKLA and is present at a regularly scheduled or special meeting of the MKLA Association may be required to leave if they are not invited as a guest of a current member.

SECTION 3. Special seminars, meetings, banquets or other functions may be held in addition to the regular meeting at dates and times other than set forth in Section 1, above. Notice of these events shall be provided on a timely basis in the MKLA Website.

SECTION 4. A minimum of ten Active members may request the President to call a special meeting to consider a specific issue. The Secretary shall mail or E-Mail a notice of this meeting to all members not less than ten days prior to its call.

SECTION 5. Board meeting. The President shall call as many Board meetings as is necessary, but not less than one per quarter.

All members shall be welcome at the Board meetings, but their input is subject to the request of the President.

Section 6. ELECTRONIC MEETINGS:

Any MKLA meeting, including any meeting of the Members, Board of Directors, or any other committee, may be held by remote communication as provided herein and shall be subject to the following provisions:

(1) The technology used for the electronic meeting shall allow attendees full access to and full participation in all meeting transactions either continuously or intermittently throughout the specified time of the meeting.

(2) The MKLA shall implement reasonable measures to authenticate the attendance and vote of each attendee.

(3) Participation in a remote meeting shall constitute presence for all purposes, including quorum and voting.

(4) Any action that could be taken at an in-person meeting may also be taken at a remote meeting held pursuant to this provision.

(5) Procedural rules related to the conduct of electronic meetings shall be established and promulgated by the Board of Directors.

ARTICLE VIII - NEWSLETTER

SECTION 1. The MKLA Website shall be the official publication of MKLA.

SECTION 2. The President shall appoint a Website Administrator who shall be responsible for publishing, all information in the MKLA Website.

The Website Editor shall at all times be vigilant in assuring that the information published on the MKLA Website is Truthful, Helpful to our membership and guests, not slanderous, Updated and current and always under the direction of the MKLA President.

ARTICLE IX - DUES

Annual dues for each member, due and payable October 1st of each year shall be:

	Cash/Check	Debit / Credit Card / PayPal
Active	\$40.00	\$42.00 *
Associate Member	\$70.00	\$73.00 *
Life Member	FREE	N/A

All new Active Members will pay the full annual dues amount to join MKLA.

In order to prorate the dues owed, the second years due will be charged at the following rates.

If you joined MKLA as an Active Member in,

October, November or December – you will pay \$40.00 to renew October 1st the next year. **By Debit / Credit Card / PayPal \$42.00***.

January, February or March – you will pay \$30.00 to renew October 1st the next year. **By Debit / Credit Card / PayPal \$31.50***.

April, May or June – you will pay \$20.00 to renew October 1st the next year. **By Debit / Credit Card / PayPal \$21.00***.

July, August or September– you will pay \$10.00 to renew October 1st the next year. **By Debit / Credit Card / PayPal \$10.50***.

*** Includes processing fee...**

ARTICLE X - AMENDMENTS

The bylaws of MKLA may be amended in whole or part by a two-thirds vote of the members present at any meeting.

All proposed amendments must:

- A. Be read at the regular meeting prior to the regular meeting at which they are to be voted on.
- B. Be published in the members section of the MKLA Website announcing the regular meeting at which they are to be voted on.

ARTICLE XI - ORDER OF BUSINESS

At all regular meetings, the order of business shall be as follows:

- A. The pledge of allegiance to the flag.
- B. Recognition of guests present.
- C. Reading and correction of the minutes of the previous regular meeting.
- D. Reading and correction of the minutes of any special meeting(s)

taking place after the last regular meeting.

- E. Reading and correction of the Treasurer's report.
- F. Report of the President.
- G. Secretary shall present new correspondence
- H. Report of the committees.
- I. Unfinished business.
- J. Elections and/or membership applications.
- K. New business.
- L. Technical tip or tricks.
- M. Program (in special instances, the program may be moved to the first item of business)

ARTICLE XII - INTERPRETATION AND CONSTRUCTION OF BYLAWS

SECTION 1. All questions of interpretation or construction of these bylaws shall be decided by a majority vote of the Board, subject to review by MKLA's attorney.

SECTION 2. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern MKLA.

Amendments Approved by the Membership on / /2023

MKLA Secretary: _____ Date: _____