

**BYLAWS**  
**Kansas Apprenticeship Council**

**ARTICLE I**  
**NAME**

The official name of this organization shall be the Kansas Apprenticeship Council (“Council”).

**ARTICLE II**  
**AUTHORITY AND PURPOSE**

**Section 1.** The Council is created under the authority of KSA 44-661 et seq. The mission of the Council is to meet the needs of the Kansas economy and its citizens by assisting the office of Apprenticeship to actively grow a robust system that supports our apprenticeship, stakeholders, sponsors, apprentices and intermediaries. The purpose of the Council shall be accomplished by strategically empowering partnerships that serve a diverse and inclusive workforce through occupational proficiency, for generations to come.

**Section 2.** The objectives of Registered Apprenticeship Training are:

- 1) to assist unskilled persons in obtaining training in an apprenticeable occupation that will help to meet the current needs for skilled workers and the needs of future economic conditions, technological developments, and national security.
- 2) to increase the job opportunities, earning ability and job security of the apprentice.
- 3) to mesh private-sector apprenticeship efforts with the Workforce Innovation and Opportunity Act (WIOA) and Higher Education for a more systematic and comprehensive approach to industry training in an effort to meet the skill needs of the future.

**ARTICLE III**  
**MEMBERSHIP**

**Section 1.** The Council shall be composed of nine members as follows:

- a. four members’ representatives of business and industry appointed by the Secretary of Commerce.
- b. four members’ representatives of labor appointed by the Secretary of Commerce.
- c. the Secretary of Commerce or the Secretary’s designee.

All members appointed by the Secretary of Commerce shall possess considerable knowledge of Registered apprenticeship, apprenticeable occupations, apprenticeship programs, or both. The State Director of the Kansas Office of Apprenticeship shall serve as staff to the Council.

**Section 2. Ex Officio Members.** The State Director of the Kansas Office of Apprenticeship and other officially appointed stakeholders shall serve as ex-officio members of the Council. These representatives’ advice and counsel will be considered in matters pertaining to their respective areas of interest.

**Section 3. Terms** Members shall be appointed to 4-year terms and shall serve until their successors are appointed. When terms expire, incumbents are eligible for reappointment. If, for any reason, a member no longer represents the appropriate business, industry, higher education or labor sector, the Chair shall make a recommendation to the Secretary of Commerce to replace the member. Any vacancy shall be filled by appointment for the remainder of the unexpired term.

**Section 4. Voting:** Only members appointed under Article III, Section 1 of these bylaws are voting members of this council. Each member shall have one vote.

## **ARTICLE IV OFFICERS**

**Section 1.** The Council shall organize annually in Q2 by electing a Chairperson, a Vice-Chairperson and a Secretary from among the members appointed by the Secretary of Commerce.

**Section 2.** No two members representing the same sector may serve as Chair and Vice-Chair.

**Section 3.** The Chair, or Vice-Chair in the Chair's absence, shall appoint such standing and ad hoc committees as deemed necessary to conduct the business of the Council.

**Section 4.** The Secretary will work with staff in keeping of the minutes.

## **ARTICLE V MEETINGS**

**Section 1.** Frequency: Meetings of the Council shall be held bimonthly. Members are expected to attend the Council meetings, and a member's inability to attend meetings will result in the Council's recommendation to seek a replacement for said member.

**Section 2.** Place of Meeting: Meetings may be held at locations within the state which will best promote the purposes of the Council and apprenticeship and as may be required in the performance of the powers, duties and functions of the council. All meetings of the Council shall be open to the public. Meetings may be held in person or electronically.

**Section 3.** Notice of Meetings: Notice of each meeting of the Council shall be given to all Council members at least ten (10) days prior to the meeting date. Notice shall be given to such other persons and organizations requesting such notice.

**Section 4.** Quorum: A quorum shall consist of 5 voting members, other than the Secretary or the Secretary's designee. If a quorum is not present at a meeting, members present may discuss matters and make recommendations to the board as a whole or adjourn the meeting without further notice.

## **ARTICLE VI POWERS AND DUTIES**

**Section 1.** The Kansas apprenticeship council shall perform the following powers, duties and functions:

- a) Assist in the development of and recommend to the secretary of labor, standards of wages, hours and conditions of employment for learners and apprentices in accordance with K.S.A. 44-639 through 44-650, and amendments thereto;
- b) formulate and promote the furtherance of labor standards necessary to safeguard the welfare of learners and apprentices.
- c) extend the application of such standards by encouraging the inclusion thereof in collective bargaining agreements.
- d) bring together employers and labor for the formulation of programs of apprenticeship.
- e) cooperate with the bureau of apprenticeship and training and other state or federal agencies engaged in the formulation and promotion of standards of apprenticeship.
- f) examine and approve occupational standards of apprenticeship programs and register apprentices and such programs for purposes of applicable and related federal laws and regulations.

- i. Voting members are required to vote on occupational program submissions and a quorum is required for approval.
- g) promote the apprenticeship concept within all segments of management and labor and other interested public and private organizations and individuals.
- h) encourage the development of apprenticeship and other industrial training programs embodying sound training practices, proper selection procedures and equal training and employment opportunities for all persons, regardless of race, religion, color, sex, national origin or ancestry; and
  - i. serve in an advisory capacity to the secretary of commerce in all such matters and in such other matters as may be requested by the secretary.

## ARTICLE VII COMMITTEES

**Section 1. Committees:** The Council shall have 2 standing committees to implement the Council's vision and mission and to formalize a structure for stakeholders in the Kansas' apprenticeship system to actively participate in the maintenance, support and refinement of the system's activities. The standing committees shall be the:

- a) Strategic Sub-Committee
  - a. The purpose of the Strategic Sub-Committee shall be to continuously work on developing, reviewing, and making recommendations to the Council about its Strategic Plan.
- b) Policy Sub-Committee
  - a. The purpose of the Policy Sub-Committee shall be to review and provide recommendations to the Council concerning regulations and policies.

**Section 2. Ad Hoc Committees:** The Council may establish ad hoc committees, workgroups, or task forces to assist the Council in carrying out its responsibilities. The scope, duration and membership of the committee shall be determined by the Council at the time of the appointment.

**Section 3. Chairperson:** One member of each committee shall be appointed chairperson by the Chair when the members of the committee are appointed.

**Section 4. Vacancies:** Vacancies in the membership of any committee may be filled by the Council appointments made in the same manner as provided in the case of the original appointments.

**Section 5. Quorum:** A majority of the committee shall constitute a quorum.

**Section 6. Rules:** Each committee may adopt rules for its own government consistent with these bylaws or with rules adopted by the board of directors.

**Section 7. Executive Committee:** This committee, comprised of the officers, has the ability to act when a quorum is present and a decision is required in the event of an emergency. Emergency meetings may be called when waiting for a special or scheduled meeting would be ineffective. Minutes of the meeting will be recorded and notice shall be given to such other persons and organizations requesting such notice.

## ARTICLE VIII AMENDMENT OF BYLAWS AND PARLIAMENTARY AUTHORITY

**Section 1.** These policies may be amended by a two-thirds majority of Council members. All Council and ex-officio members, committees and any other interested persons shall be notified of any changes to these bylaws, in writing.

**Section 2.** For procedural matters not covered in these bylaws, Robert's Rules of Order, Newly Revised, shall be the parliamentary authority.