BYLAWS OF THE ALABAMA CHAPTER

OF THE SOUTHEAST REGION OF APPA:

BYLAWS

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ARTICLE I

Name and Purpose of Corporation

Section A – Name

The name of the organization shall be Alabama Chapter of APPA aka ALAPPA (Chapter) shall be a nonprofit organization incorporated under the laws of the State of Alabama

Section B – Purpose

The purpose of the Alabama Chapter of APPA is to empower facilities professionals by fostering collaboration, streamlining operations, and promoting innovative solutions that improve the student experience, enhance faculty work environments, and contribute to the long-term success and sustainability of educational institutions.

ARTICLE II

Membership

Section A - Eligibility for Membership

1. Representatives of facilities management departments of Alabama educational institutions meeting the requirements for membership. Attendance at a regular meeting and payment of the registration fee constitutes membership in the Chapter for facilities management employees of that institution. (Institutional membership shall be retained as long as an institution is represented at not less than one annual meeting every two years.)

2. Membership in the Chapter shall be limited to the employees or contractors engaged in the planning operation and the maintenance of facilities of educational institutions in facilities management organizations. Each institution shall designate its own institutional representative.

3. There shall be no limitation on the number of members from an institution. Representatives not eligible for membership will be welcomed as guests.

Section B - Classification of Membership

1. There shall be two basic classifications of members of ALAPPA, namely, voting, and nonvoting.

   a Voting Members are Educational Institutions and Affiliate Members that meet the qualifications for membership as hereinafter described and who join ALAPPA.

   b Non-voting Members consist of all other categories of membership, which are: Associate, Business Partner, Emeritus, Honorary, Retired, and Student members.

2. Membership Categories

   1. Educational Institution Members

      a. To be considered an Educational Institution Member the institution must have an independent facilities management organization or must maintain control over the position of the principal administrator in direct charge of the facilities management organization for such institution.

      b. Types of Educational Institution Members include:
         i. Institutions of Higher Education in Alabama which require at least two (2) years of academic credit for graduation, and which have been legally granted the authority to award degrees.
         ii. Other Post-Secondary Education Providers in Alabama.
         iii. Other Educational Institutions specifically including K-12 Schools, Libraries, and Museums in Alabama.
         iv. University or College Systems maintain eligibility for separate educational institution membership when the university or college system employs a facilities officer who consults or advises other facilities officers in charge of facilities management efforts at two or more institutions operating under the university or college system.

      c. Primary Representatives. The senior facilities officer of each Educational Institution Member shall designate the name and title of the individual they desire to be their Primary Representative.

   2. Associate Members

      - Associate Members of the Chapter shall consist of facilities management organization professional, administrative, or supervisory personnel employed by an Educational Institution or Affiliate, other than personnel described as Institutional or Primary Representatives. Associate Members are non-voting members - however, they shall be eligible to hold elective, or appointed office.

3. Affiliate Members

    - Affiliate Members of the Chapter shall consist of professional personnel employed at specific educational institutions other than personnel identified as Educational Institution Members or Associate Members engaged in work related to facilities management and having an interest in the purposes and activities of the Association.
    - Affiliate Members shall also consist of other interested professional individuals who are not employed by a for-profit organization that would be eligible as a Business Partner. Affiliate Members shall be eligible to vote except in the case where an institution's facilities department holds current ALAPPA institutional membership.
    - Affiliate Members of the Chapter shall also consist of non-profit institutions and organizations, including government or quasi-government agencies, or the professional individuals employed by the same, engaged in work related to facilities management and having an interest in the purpose and activities of the Chapter.
    - Affiliate Members are voting members and shall be eligible to hold elective, or appointed, office in the Chapter.

4. Student Members

    - Student members of the Chapter shall be limited to full-time students in educational institutions. Student members are not eligible to vote or hold elected office.

5. Honorary Members

    - Persons not otherwise members or representatives of Educational Institution Members of the Chapter who have rendered exceptional and meritorious service in promoting the purposes for which the Chapter stands or persons of national stature may be appointed to Honorary membership in the Chapter, without voting or holding office privileges, upon the approval of the Board of Directors. No more than three Honorary Members may be appointed in any year.

6. Emeritus Members

    - Emeritus Member status is considered to be a high honor that should be afforded to those retirees who have made significant contributions to APPA, SRAPPA, ALAPPA and/or the facilities management profession. Emeritus Member status (without voting or holding office privileges) may be granted by a majority vote of the ALAPPA Board of Directors.

7. Retired Members

    - Retired Member status may be granted to an individual who has retired as a member in good standing and agrees to remain active in professional development and provide value to ALAPPA membership. Retired members are not eligible to vote or hold elected office.

8. Business Partners

    - Business Partner memberships may be offered to individuals, organizations, manufacturers, or suppliers of goods and services operating for-profit and ascribing to the policies and purposes of the Chapter and wishing to support the activities of the Chapter for a membership fee.

Business Partner classification shall not be construed as endorsement, actual or implied, by the Chapter. Business partners are non-voting members – however, they shall be eligible to hold elected or appointed office (with the exception of the Presidential progression), with the voting privileges afforded to the board position assigned. At no point in time can there be more than 2 Business Partners holding elected office, and there cannot be more than one member from the same business partner company.

9. Changes in Membership Categories for Officers

- In the event an elected officer loses eligibility to hold office due to a change in membership category caused by a change in employment, that officer may continue to serve in that office to the end of their elected term, including the presidential progression. If the change in membership category creates a conflict of interest as determined by the Executive Committee, the officer is obligated to resign their position immediately.

Section C - Termination of Membership

1. At the annual Business meeting the Vice President for Financial Affairs shall provide a list of member institutions who have not attended a meeting in two years. The President or his/her designee shall inform the Institutional Representative and encourage the institution to reestablish an active status with the chapter. The Board may terminate any membership for sufficient cause.

2. Membership may be re-instated by attending a regular meeting and paying the membership and registration fee.

ARTICLE II

Finances

Section A - Funds

Funds of the Chapter come from membership dues, business partner dues, registration fees, publication charges, exhibitor fees, special assessments, and other sources as long as it complies with Section 501-(c) (3) of the Internal Revenue Code. The Vice President for Financial Affairs, or his/her representative, shall collect all registration fees for meetings and after paying all expenses of the meeting, deposit any remaining funds in the Chapter account.

1. Member Dues – Dues for members are reviewed annually by the Executive Board. Dues or special assessments shall be proposed by the Executive Board and approved by a two-thirds vote of the members present at any regular meeting.

2. Registration Fee - There shall be a registration fee for each person attending a meeting, payable at or before the meeting. The Executive Board shall establish this registration fee.

3. Business Partner Dues – Business Partner dues are set and reviewed annually by the Executive Board.

4. All dues shall be payable annually based on membership or annual renewal date (Including prepaid multiple year membership) and shall be considered delinquent 90 days thereafter.

Section B - Accounting

The Vice President for Financial Affairs shall be responsible for all funds of the Chapter and shall be required to post bond. She/he shall collect and disburse all funds and maintain accounts that may be called for at any time.

Section C – Bonds and Audits

The Executive Board shall provide for all fiscal arrangements, required bonds for officers of the Chapter and audits of accounts as may be required.

ARTICLE III

Officers and Executive Board Members of the Chapter

Section A - The President

1. The President is the executive officer of the Chapter and the President of the Executive Board and shall preside over all meetings of the Chapter and of the Executive Board.

2. The President shall be responsible for the general supervision and direction of the affairs of the Chapter. If an event occurs between Executive Board meetings that are not covered by the Constitution or the Bylaws, the President shall have authority to act. The event and the action taken shall be reported at the next Executive Board meeting. The Executive Board shall determine whether to place the matter before the membership.

3. The President shall keep the Regional Association officers (SRAPPA) informed of Chapter activities by letter and the International Association Newsletter editors (APPA) by notice. These duties may be performed by the Vice President for Administrative Affairs at the President's direction.

4. The President (or designee) shall represent the Chapter at conferences, meetings and ceremonies to which the Chapter has been invited and should have representation. The President may attend the annual APPA Conference at ALAPPA's expense.

5. The President shall have the authority to appoint committees not otherwise provided for, and shall advise the Executive Board of the appointments. The President shall, with Executive Board approval, provide a budget to the Vice President for Financial Affairs prior to obligation of any funds required by committees.

6. The President shall, in the event of a vacancy among the officers, with the concurrence of a majority of the remaining Executive Board members, appoint a replacement.

7. The President shall automatically ascend into the office of Past President after serving one year in said position.

Section B - The Vice-President/President Elect

1. The Vice-President/President Elect assists the President and carries out duties assigned by the President or the Executive Board and assumes the duties of the President when the President is absent for any reason, or if the post becomes vacant.

2. The Vice-President/President Elect is an ex-officio member of all Standing Committees and Vice President of the Executive Board.

3. The Vice-President/President Elect shall review the Bylaws and Constitution of the Chapter and recommend changes as may be warranted to the Executive Board for review and disposition.

4. The Vice-President/President Elect shall automatically ascend into the office of the President after serving one year in said position.

Section C - The Vice President for Administrative Affairs

1. The Vice President for Administrative Affairs is responsible for the minutes of all meetings of the membership and to have copies available at all meetings upon request for the member institutions and is also the Secretary of the Executive Board.

2. The Vice President for Administrative Affairs handles all official correspondence, sends out all notices concerning the Chapter and maintains an up-to-date roster of member institutions.

3. The Vice President for Administrative Affairs shall perform such other duties as may be assigned by the President of the Executive Board.

Section D - The Vice President for Financial Affairs

1. The Vice President for Financial Affairs shall be responsible for receiving, dispensing and safe keeping of all funds of the Chapter. Ready funds shall be kept in a checking account and additional funds in a savings account.

2. The Vice President for Financial Affairs shall make an accounting at each meeting of the membership and the Executive Board and shall occasionally make recommendations as to the disposition of excess funds.

Section E - The Past President

1. The Past President shall conduct any and all elections and shall notify SRAPPA and APPA immediately following.
2. The Past President shall continue to be involved to provide continuity and serve as a resource to the current President.

Section F – Business Partner

1. The Business Partner shall be responsible for promoting the Chapter to businesses and other for-profit organizations that could benefit the Chapter.
2. Shall Chair the Business Partners Committee

Section G – Term of Office

Officers of the Chapter shall be elected at the regular annual meeting of the Members as follows:

President – One (1) year

Vice President/President Elect – One (1) year

Past President – One (1) year

Vice President for Administrative Affairs – Three (3) years

Vice President for Financial Affairs – Three (3) years

Business Partner – Three (3) years

Section H Removal

Any officer may be removed by a majority vote of the Executive Board whenever, in the Board's judgement, the best interests of the Chapter will be served thereby.

Section F – The Committee Chairs/Co-Chairs

1. The Committee Chairs/Co-Chairs of the Chapter are voting members of the Executive Board, attend all Chapter meetings, recommend and prepare agenda items for Executive Board consideration, and perform such other duties as the President may from time to time designate.

ARTICLE IV

The Executive Board

1. The Executive Board shall meet a minimum of two times yearly and shall meet at such other times as the President may require.

2. The Executive Board shall conduct all routine business of the Chapter; select meeting sites, approve programs and carry out directives required by membership.

3. The actions of the Executive Board shall be final on all business and program matters. All questions affecting the membership, monetary matters beyond routine expenditures and constitutional matters shall be recommendations to be placed before the membership at the next regular meeting. Recommendations for the disposal of excess funds require approval by three-quarters of the Executive Board at the meeting in order to be presented to the membership.

4. The Executive Board shall rule on questions of policy that arise between meetings. The Executive Board shall authorize expenditures from the treasury during the interim between meetings of the Chapter.

5. The Executive Board may authorize the printing and the distribution of any material that will be of value to the members.

6. The Members of the Executive Board may recommend recipients for various Chapter awards and special recognition such as Certificates of Appreciation, Meritorious Service, Emeritus or Honorary Status. The conferring of any awards shall require a favorable majority vote of the Executive Board. Award presentations shall be conducted at the annual meetings.

ARTICLE V

Meetings

1. The Chapter shall meet at least once a year at a member institution selected by the Board from those tendering invitations. When the location has been selected, the President shall notify the institution. Educational workshops will be held at least two times a year at different locations around the state. The Education and Conference committees will organize and assist in the educational workshops along with the host institution.

2. The annual meeting will include the "Business Meeting," with elections for new officers held every two years on the odd numbered year.

3. Parliamentary rules, as stated in modified Robert's Rules of Order shall govern the procedures at all Chapter meetings.

ARTICLE VI

Elections

Section A - Nominations

1. Not later than the annual meeting prior to an election year, the Immediate Past-President shall chair a three member Nominating Committee, none of whom shall be, at the time of their appointment, an Officer. The nominating Committee is appointed by the President.

2. Not later than three (3) months prior the annual meeting, the Vice President for Administrative Affairs shall inform the membership that nominations for officers are in order. Nominations shall be forwarded to the Vice President for Administrative Affairs Not later than two (2) months prior to the annual meeting.

3. The Vice President for Administrative Affairs shall forward to the Nominating Committee, not later than 30 days prior to the annual meeting, all nominations received from Member institutions. The Nominating Committee shall prepare a slate of officers from the nominations received from the Vice President for Administrative Affairs for presentation to the membership at the election year business meeting. The Nominating Committee shall also report all other nominations received.

4. Nominations may be made from the floor if accompanied by the nominee's consent.

Section B - Voting

1. When nominations are closed the vote shall be taken. The Past President shall record the vote, which shall be cast by the spokesperson for each institution. The nominees with the highest number of votes cast shall be considered to be elected. If the number of nominees does not exceed the available positions, the vote may be dispensed by unanimous consent.

Section C - Eligibility

1. The Officers may not be elected to a second term in the same office held. They may, however, be considered for a different office and hold that office for one term. The Executive Board may waive the term at their discretion.

2. No more than two Officers may be from the same institution except for the Past President unless deemed necessary by the Executive Board for the continuance of the organization. An officer whose term expires may not be succeeded in the same office by a member from the same institution unless deemed necessary by the Executive Board for the continuance of the organization.

3. When a vacancy occurs in any office, or on any committee, the President may, subject to the concurrence of the Executive Board, appoint a successor for the remainder of the term, who may be from the same institution as the previous office holder or another present member of the Executive Board.

4. Any member appointed to complete a term of another member, may be elected to a regular term to that office as though she/he had not served.

ARTICLE VII

Committees

1. Standing Committees, being of a permanent nature, are established as to mission and size by the Executive Board. The President shall select the members of Standing Committees and appoint the Committee Chairs/Co-Chairs. The membership of each Standing Committee expires when the term of office of the administration ends.

2. The President shall designate such temporary committees as may be required. Upon presenting a final report such committees automatically cease to exist. The committee life extends from one administration to the next. The President appoints the members and designates the chairperson.

3. The President may, with the consent of the Executive Board, add members to Standing Committees. He/She shall fill vacancies as they occur prior to the next Executive Board meeting. He/She may designate additional members, fill or not fill vacancies, as she/he desires to temporary committees.

4. Any member, or all of the members of any committee, may be from the same institution.

5. Standing Committees:

- Membership Committee: The Membership Committee shall be organized for the purpose of maintaining proactive relationships with all categories of membership and for maintaining and growing the number of members in all categories.

- Education Committee: The Education Committee shall be organized for the purpose of furthering ALAPPA in the area of professional development. The Education Committee shall develop and conduct all educational plan programs not offered at the annual meeting. It shall support the educational portion of the Annual Conference as needed. It shall recommend locations and costs of such programs for Board approval.
- Conference Committee: The Conference Committee will have the responsibility of planning and coordinating the annual meeting. The Conference Committee will consist of the Host Site Committee, Conference Committee members and Education Committee representation.

- Business Partners Committee: The Business Partners Committee will contact and invite into membership individuals, organizations, manufacturers, suppliers of goods and services operating for a profit and ascribe to the policies and purposes of APPA and wishing to support the activities of APPA and the state chapter – ALAPPA.

- Communication Committee: The Communication Committee shall be organized for the purposes of providing oversight and direction for all technological and communication modes such as Web site, Listserv, newsletter, and any other such vehicles as may be formed by the Executive Board.

ARTICLE VIII

Awards

The Executive Board may from time to time select individuals who have performed outstanding services, duty, or assistance to the Chapter. Such individual need not be a member of the Chapter or of the Association. The Executive Board shall determine whether the value of such services, duty or assistance is sufficient to merit the award of a distinguished service certificate.

If it is so determined, the President shall present such award at the next regular meeting of the Chapter, Annual Meeting, or at an appropriate point during the Annual Educational Conference. The award shall be made in the name of the Alabama Chapter of APPA.

The Executive Board may, direct the President to forward a letter of appreciation for services not meriting a Distinguished Service Certificate.

Distinguished Service Certificates shall only be awarded during the regular annual meeting of the Chapter.

ARTICLE IX

Fiscal Year

The fiscal year of the Chapter shall be from October 1_____ through _September 30_____.

ARTICLE X

Amendments

1. Amendments to the Bylaws may be proposed by any member of the Chapter. Members shall forward proposals no less than 90 days prior to the annual meeting to the Vice President for Administrative Affairs who shall present them to the Executive Board. They shall be considered by the Executive Board who may reword or alter them as long as the intent is not changed, and prepare them for presentation to the membership or a By-laws Committee can be created by the President to review and recommend updates to the Board.

2. Amendments to the Bylaws may be presented at any regular meeting and may be proposed from the floor. After discussion, revision, alteration or rewording it shall be brought to vote. An amendment to the Bylaws may be adopted by a simple majority vote except where the Bylaws may require a different vote.

ARTICLE XI

Dissolution

In the event of dissolution or final liquidation of ALAPPA, the Executive Board shall, after paying or making provisions for the payment of all lawful debts and liabilities of ALAPPA, distribute all remaining assets to one or more of the following categories of recipients as the Executive Board of ALAPPA shall determine:

a) A nonprofit organization or organizations which may have been created to succeed ALAPPA, as long as such organization or each of such organizations shall then qualify as a governmental unit under Section 270 (c) of the Internal Revenue Code of 1986 or as an organization exempt from Federal income taxation under Section 501 (a) or such code as an organization described in Section 501 (c) (3) of such Code; and/or

b) A nonprofit organization or organizations having similar aims and objectives of ALAPPA and which may be selected as an appropriate recipient of such assets, as long as such organization or each of such organizations shall then qualify as a governmental unit under Section 270 (c) of the Internal Revenue Code of 1986 or as an organization exempt from Federal income taxation under Section 501 (c) (3) of such Code.

END OF BYLAWS