

Pennsylvania
Facilities Managers Association

Constitution
and
By-Laws

September 30, 2008

Constitution and By-Laws

ARTICLE I

Name of Organization

This organization shall be known as the "Pennsylvania Facilities Managers Association."

ARTICLE II

Objective

The objective of the organization is to assist facilities management personnel in effecting the best possible programs for construction, operation and maintenance of physical property and equipment at facilities and public buildings throughout the Commonwealth of Pennsylvania by:

- (a) The development of training programs designed to improve the supervisory skills and technical knowledge of its members and their staffs.
- (b) Developing and promoting programs for research, improved operational, efficiency, preventive maintenance, product testing and evaluation and improved standards of instruction.
- (c) Through the medium of statewide and regional training seminars, encourage the exchange of ideas, experiences and mutual cooperation between facilities' management personnel and representatives of various agencies and others whose responsibilities include in part the planning, construction, maintenance and/or operation of physical property and equipment of facilities or public buildings throughout the Commonwealth of Pennsylvania.

ARTICLE III

Membership

The membership of the Association shall be on an individual voluntary basis and shall be divided into four (4) classes:

Section 1: Voting Member

This classification of membership will be limited to:

- (a) The person directly in charge of the maintenance architectural/planning and/or Engineering Department of a facility.
- (b) Maintenance Department supervisory personnel employed at a facility.
- (c) Engineering officials under whose jurisdiction and guidance the facilities are constructed and maintained.

- (d) Supervisory personnel employed in the Maintenance and/or Engineering Department of any community or county facility or building.

Members shall have voting status and shall be privileged to become officers of the Association and serve as committee chairpersons.

Section 2: Life Member

Any member of the Association may upon full retirement, apply for Life Membership by writing to the Secretary/Treasurer and stating that they (the member) are retired. A Life Member shall have full voting status. Life Members, as long as in a retired status, shall not pay dues but in lieu thereof must, each year, confirm in writing to the Secretary/Treasurer that they wish to remain on the Life Membership Roll.

Section 3: Associate Member

Other individuals or business entities interested in promoting the objectives of the Association.

Associate Members shall be entitled to participate in all programs of the Association, enter freely in all discussions and serve as committee members.

Section 4: Honorary Member

Any person or business entity outside the Association who is interested in promoting the objectives of the Association or who has made a significant contribution to the organization of an outstanding effort in the engineering or maintenance aspects of Facilities Management and having been recommended by the Board of Directors may be elected to Honorary Membership in this Association by a unanimous vote of the voting members present and voting at any Annual Meeting. The title of Honorary Member shall carry with it none of the obligations of the organization, but shall entitle the holder to all of the privileges except those of making motions, of voting, and of holding office.

Section 5: Applications

All applications for membership shall be submitted to the Membership Committee, who will forward their recommendations to the Board of Directors.

ARTICLE IV

Officers and Appointed Directors

Section 1: Officers

The officers of the Association shall consist of President, Vice President, 2nd Vice President, and Secretary/Treasurer. The 2nd Vice President and Secretary/Treasurer shall be elected at the annual business meeting of the Association. The term of office for all officers shall be one year commencing on January 1st. The incumbent 2nd Vice President shall automatically advance to Vice President and the Vice President shall advance to President, providing they meet the requirement of "member" in good standing as defined in Article III, Section 1 and Article IX, Section 2. Outgoing Presidents shall be considered Directors-at-Large for the three years following the expiration of their term as President.

Section 2: Appointed Directors

One Director shall be appointed from each of the following agencies to the Board of Directors:

- (1) Agriculture
- (2) Corrections
- (3) State Police
- (4) General Services
- (5) Labor & Industry
- (6) Military Affairs
- (7) Public Welfare
- (8) State System of Higher Education
- (9) Transportation
- (10) Penn State Facilities Engineering Institute

Section 3: Eligibility

Only Voting Members in good standing from the agencies listed in Section 2, above shall be eligible to hold office or serve as director.

Section 4: Nominations

Nominations shall be made by a Nominating Committee as provided for in Article VIII, Section 4. Additional candidates may be offered from the floor at the time of election if the membership desires.

Section 5: Elections

Elections shall be by a majority of the votes cast by the Voting and Associate members in good standing present. If no candidate receives a majority of votes, the candidate with the least number of votes is dropped and another ballot is taken. Results of the elections shall be announced at the business session of the annual meeting, and Officers and Directors shall assume office on the following January 1st.

Section 6: Vacancies

In case of death, incapacity or resignation of any Officer or Director during their term of office, the vacancy shall be filled by vote of the Board of Directors.

- (a) Any Officer or Director may resign at any time by submitting their written resignation to the Board of Directors, but such a resignation shall not become effective until accepted by the Board of Directors.
- (b) Vacancies in the Board of Directors shall be replaced by their respective appointees and elected members by the Board of Directors.

ARTICLE V

Duties of Officers

Section 1: President

The President shall preside over all meetings of the membership and shall appoint all committees. They shall be an exofficio member of all committees. They shall direct, or cause to be directed, all affairs of the Association between annual meetings. They shall be the presiding officer of the Board of Directors.

Section 2: Vice President

The Vice President shall coordinate the activities of all standing committees and those of the Regional Chairpersons, and issue periodically, progress reports to the President. They shall insure that written progress reports are available from each committee for the Board of Directors and the annual meeting. They shall also serve as alternate for the President and assume their duties should the President be unable to function.

Section 3: Second Vice President

The Second Vice President shall direct the activities of the Regional Chairpersons and Co-Chairpersons and coordinate their programs with those of the Penn State Facilities Engineering Institute. They shall also serve as an alternate for the Vice President and assume their duties should the Vice President be unable to function.

- (a) The Regional Chairpersons and Co-Chairpersons shall be appointed within their respective Regions to serve three (3) year terms. The Regional Chairpersons shall be appointed by the Second Vice President, who will also fill any vacancies that occur. The Chairpersons shall select and appoint their Co-Chairpersons.
- (b) The Regional Chairpersons and Co-Chairpersons shall coordinate with Penn State Facilities Engineering Institute in hosting scheduled workshops. They shall coordinate the exchange of information between the PFMA Board of Directors and the members, as well as within the regions. They shall promote active interest in the PFMA,
- (c) The Regional Chairpersons shall serve as Regional representatives on the Education Committee.

Section 4: Secretary/Treasurer

The Secretary/Treasurer shall keep the membership rolls, mailing list, and record minutes of the annual meeting of the Association and meetings of the Board of Directors. The Secretary/Treasurer shall collect dues and issue membership cards, keep a record of all funds received and disbursed by the . Association and pay all bills approved by the President and/or Board of Directors. All financial records shall be audited before the annual meeting by an Auditing Committee and certified to the membership. The Board of Directors can add to these duties as deemed necessary. This position may be salaried.

The salary paid to the Secretary/Treasurer shall be set by the Board of Directors less the Secretary/Treasurer.

ARTICLE VI

Meetings & Training Seminars

The annual training seminar and business meeting of the Association shall be held at a time and place determined by the Board of Directors.

Section 1: Official Call

The call to the annual training seminar and business meeting shall be transmitted to the members by mail at least 30 days prior to the established date of the training seminar and meeting.

Section 2: Official Business.

The business of the Association shall be conducted at a business session during the course of the annual training seminar.

Section 3: Cancellation

In the event of a National Emergency or other circumstances, the annual training seminar and meeting may be cancelled by the Board of Directors and prompt notice therefore given to the membership. Such an event will require that all officers remain in their respective offices until the meeting can be rescheduled and their replacements elected.

Section 4: Special Meetings and/or Training Seminars

These meetings may be called by the President or by a majority of the Board of Directors. Two weeks notice shall be given and the purpose of the meeting stated in the call.

Section 5: Voting Body

Voting privileges shall be limited to qualified members in good standing. A majority of the members present shall constitute a quorum for normal Association business.

ARTICLE VII Board of Directors

There shall be a Board of Directors composed of all officers and Directors of the Association.

Section 1: Function

The Board of Directors shall act for members of this Association between meetings on matters of policy, and shall report through the President at the regular business meetings.

Section 2: Meetings

The President of the organization shall call and preside at all meetings of the Board of Directors. A meeting of the Board of Directors may also be called by a majority of the Board membership upon two weeks notices in writing to all members of the Board.

Section 3: Voting & Quorum

A majority of Board members shall constitute a quorum. Board members shall be limited to one vote on each question before the Board.

Section 4: Business by Mail

Matters requiring action between meetings of the Board of Directors, which in the opinion of the President do not warrant a called meeting, may be directed by mail vote: All such actions shall be ratified at the next Board meeting.

ARTICLE VIII

Committees

The President shall appoint the Chairperson of the following committees and others as shall be found necessary from time to time. These committees shall serve at the pleasure of the President and shall report to the Board of Directors.

Section 1: Membership Committee

This committee shall include the Secretary/Treasurer, shall act upon all applications for membership and shall maintain a current list of members in good standing.

Section 2: Education Committee

This committee shall include one representative from each of the educational regions of the State and one (1) representative of the Penn State Facilities Engineering Institute. Their duties shall include periodic review of the education programs of the Association including the material being covered, the attendance and the potential needs of the membership.

Section 3: Annual Training Seminar Committee

This committee shall plan and coordinate all aspects of the annual training seminar. The proposed program shall be subject to the approval of the Board of Directors.

Section 4: Nominating Committee

This committee shall prepare a slate containing not less than two names from the list of eligible members of the Association for each office to be filled at the annual meeting. It shall also be the duty of this committee to obtain the approval of the nominee's home department and immediate supervisor and to gain the consent of the candidate before placing their name in nomination.

Section 5: Awards Committee

This committee shall solicit for nomination from the membership and insure that suitable awards are presented at the annual banquet.

(a) ENGINEER OF THE YEAR

This award shall be limited to members who are serving in any capacity and shall be based on professional and technical proficiency and on criteria to be established by the Committee. This award shall be made annually.

(b) OUTSTANDING ACHIEVEMENT

This award may be conferred on anyone who has made an outstanding contribution over-and beyond their normal duties to a facility, a department, the Commonwealth, the organization, or to the science of facilities engineering in general. Any active member can make a nomination. It must be accompanied by a recommendation detailed sufficiently for evaluation and consideration by the committee. This award need not be limited to members and may be presented annually to one or more persons at the discretion of the awards committee.

(c) PAST PRESIDENT This award shall be presented to presidents of the organization immediately upon their being succeeded in office.

(d) RETIREMENT This award shall be presented to members upon their retirement who meet the retirement requirements of their respective department.

(e) SPECIAL RECOGNITION This award may be conferred on anyone who has helped promote or support the Association. This award need not be limited to members.

Section 6: Publicity Committee

This committee shall administer PFMA publications and media distribution, whether electronic or hardcopy, and manage its content.

Section 7: Committee on By-Laws and Procedures

This committee shall receive, approve and propose to the Board of Directors all amendments to the Constitution and By-Laws.

Section 8: Auditing Committee

The Auditing Committee shall annually facilitate an independent, third party audit of the books and accounts of the Association and make a report of their findings to the membership at the annual meeting.

ARTICLE IX

Finances

Section 1: Fiscal Year

The fiscal year of the Association shall commence on the first day of January each year, thus conforming to the tenure of the officers of the organization.

Section 2: Dues

Annual dues shall be as determined by the Board of Directors. All dues shall be payable at the time of registration for the training seminar. Voting and Associate Members will not be considered in good standing unless dues are paid in full prior to the regular business meeting.

Section 3: Operating Budget

The Board of Directors shall approve an operating budget for all Association activities at their first scheduled meeting. No officer or committee shall expend any money in excess of the amount allocated by the operating budget for their activity except by order of the Board of Directors. Necessary expenses incurred by the officers of the Organization in, service to the Association may be refunded from the treasury by authorization of the President or Board of Directors.

ARTICLE X

Parliamentary Authority

Robert's Rules of Order, Revised, shall govern this Association in all cases not covered by the By-Laws of the organization.

ARTICLE XI

Amendments

These By-Laws may be amended at any regular meeting, or a special meeting called for this purpose, by a two-thirds vote of the eligible members, a quorum being present. Fifty members present and voting shall constitute a quorum, provided that a copy of the proposed amendment(s) has been sent to the membership at least thirty (30) days before the meeting. All proposed amendments shall be sent to the Chairperson of the By-Laws and Procedures Committee for committee action before being presented to the membership.

