CONSTITUTION OF THE

SOUTH CAROLINA ASSOCIATION OF PHYSICAL PLANT ADMINISTRATORS OF UNIVERSITIES AND COLLEGES

ARTICLE I. NAME

The official name of this organization shall be the South Carolina Association of Physical Plant Administrators for Universities and Colleges, hereinafter referred to as SCAPPA or the Association.

ARTICLE II. PURPOSE

A. To promote and improve the common interest of campus construction, care, and operation of physical plants used by universities and colleges in South Carolina.

B. To develop and improve professionalism among those engaged in this work.

C. To provide information services, programs, and activities to its members; and

D. To represent the interest of its members of the higher education community and other related business interests.

ARTICLE III. MEMBERSHIP

(Sec. I) Eligibility for Membership

Applicants will be accepted into membership of the Association from public and private colleges, universities, Institutions of higher learning, and K-12 Schools with physical plants, plant operations, and physical facilities management in the State of South Carolina.

(Sec. II) Representation

A. The principal representative or his/her designee, classified and defined in the bylaws (Article I, Section II) shall be a senior leader or principal, executive in charge of operating, maintaining, planning, and/or developing the physical plant.

B. Boards of directors, commissions on higher education, boards of trustees, or similar organizations (without vote) concerned with the management, construction, maintenance, or administration of the physical plant at institutions of higher education may become affiliated with the Association.

C. A special member (without vote) is defined as other government agencies having physical plant administration or plant engineer functions.

D. A sustaining member (without vote) is defined as a consulting engineer, architect, supplier, and other firms providing management, construction, maintenance, and material services to college and university physical plants.

ARTICLE IV. ADMINISTRATIVE ORGANIZATION

(Sec. I) Officers – The officers of the Association shall be:

A. President

B. Vice President/President Elect

C. Secretary

D. Treasurer

E. Website Manager

F. Education director

G. Eight Facilities Directors

(Sec. II) Election of Board Officers

A. All Board officers shall be elected by the member representatives with the majority of votes cast determining the election.

B. Board officers to be elected include the following: Vice President/President-Elect, Secretary, Treasurer, Website Manager, and Education Director.

C. The Board of directors shall be elected to staggered terms of office.

D. All elected offices shall take office at the conclusion of the annual meeting in which they were elected. All elected officers shall hold offices until their successors are elected and installed.

(Sec. III) Terms of Board Officers

A. The President shall be limited to two two-year terms and shall not be eligible for re-election to President for a period of four (4) years or as determined by membership.

B. The Directors shall be elected to staggered terms, not to exceed four (4) years. The initial terms shall be two (2) Directors a four-year term, two (2) Directors a three-year term, two (2) Directors a two-year term, and two (2) Directors a one-year term. Vacancies that occur before the end of the term shall be filled for the unexpired term. The unexpired term shall be filled by the Board of Directors and confirmed by the membership at the next annual meeting.

C. No limitation is placed on the number of years the Secretary, Treasurer, Website Manager, and Education Director may be elected.

(Sec. IV) Nominations

The nomination for Vice President/President-elect, Secretary, Treasurer, Website Manager, Education Director, and Directors shall be made by a nominating committee of not less than five (5) members appointed by the President.

(Sec. V) Board of Directors

The Board of Directors of the Association shall be composed of the following: President, Vice President/President-Elect, Secretary, Treasurer, Website, Education Director, and eight (8) Directors, up to two of which may be Business Partners.

(Sec. VI) Fiscal Year

The fiscal year will run from July 1- June 30

ARTICLE V. COMMITTEES – Committees shall be established by the President and the Board of Directors to fulfill the purpose and responsibility of the committee assignment.

ARTICLE VI. BYLAWS AND TEMPORARY LEGISLATION

(Sec. I) Bylaws

At its annual meeting, the Association may adopt or amend any Bylaws not inconsistent with the provisions of the constitution by two thirds vote cast by the members present, except where the Bylaws may require a greater majority.

(Sec. II) Temporary Legislation

At any annual meeting, legislation may be enacted through not inconsistent with the constitution or with the bylaws by a majority vote cast by the members present, providing the legislation proposed is of a temporary character effective only for a time specified in the resolution itself.

ARTICLE VII. MEETINGS

(Sec. I) Annual Meeting

A meeting of the membership of the Association shall be held or more often as agreed upon at the annual meeting or as resources permit. The exact date shall be set by the Association at its annual meeting. The Board will establish the annual meeting date and location.

When the annual meeting is to be held on the campus, the nominations for the meeting place shall be only at the invitation of the President or designated official of the institution being considered.

The place of the meeting shall be determined one year in advance by a majority vote of the representatives present at each annual meeting.

(Sec. II) Quorum – For the transaction of business of the Association at any annual meeting, the majority vote of the representatives present at the meeting shall stand.

(Sec. III) Representation at Meetings – Each institution may be represented at the annual meeting as provided in the Bylaws.

(Sec. IV) Procedure – Parliamentary rules, as stated in Robert's Rule of Order, shall govern the procedure of the meetings of the Association. The order of business shall be as follows:

A. Reading of the minutes of the previous meeting

B. Secretary's report

C. Treasurer's report

D. Standing committee reports

E. Ad-hoc committee reports

F. Officer's reports

G. Unfinished business

H. New business

I. Invitation to the annual meeting

J. Election of officers

K. Adjournment

Should a conflict of interest arise for one or more board members during any voting or approval process, those member(s) shall be required to recuse themselves from the process.

ARTICLE VIII. <u>AMENDMENTS</u>

(Sec. I) Any and all articles, sections, or paragraphs of this constitution may be repealed or amended by a vote of two thirds of the members of this Association present and voting at an annual meeting, after a notice of the proposed amendment is given, in writing, one year in advance or provided the proposed amendment is approved by the Board of Directors and a copy submitted by the Secretary to the Association representatives at least thirty (30) days prior to the annual meeting.

(Sec. II) <u>Dissolution</u> – The assets and property of the Association will be disposed of in the manner provided for in the bylaws of the Association and at the time the dissolution resolution is presented to the membership for vote as provided in Article VIII, Section I.