

ARTICLE I NAME

SECTION I.

This organization shall be known as the MINNESOTA EDUCATIONAL FACILITY MANAGEMENT PROFESSIONALS (MASMS).

ARTICLE II PURPOSES

SECTION I.

- A. The purpose of the Association is to develop and maintain high standards in the administration, care, operation, planning, budgeting and development of building and grounds used by the public and non-public schools.
- B. To aid and cooperate with Federal, State and County Education Agencies in promoting professional ideals and standards that better serve the objectives of Public and Non-Public Education.
- C. To engage in other such related activities as may be desirable or required to fulfill the purpose and promote the objectives of the Association.
- D. To provide the means by which active members of the Association can meet for discussion and continuing education in all phases of public and non-public education

ARTICLE III ASSOCIATION STRUCTURE

SECTION I.

The Association shall be constructed of one main body and as many State Chapters as deemed necessary.

SECTION II.

The Association shall be governed by an Executive Council which shall consist of:

- A. President
- B. President-Elect
- C. Vice President
- D. Secretary
- E. Treasurer
- F. One Director from each Chapter
- G. One Associate Representative
- H. Past President
- I. Executive Administrator (non-voting)

SECTION III. Term of Office

- A. Term of each officer; President, President Elect, Vice President, and Past President shall be for (1) one year with the election of a Vice President who shall then rotate through President Elect, President, and Past President.
- B. The term of Secretary and Treasurer shall be for (3) three years.
- C. The term of Associate Representative shall be for (3) three years.

ARTICLE IV. MEMBERSHIP

SECTION I. Types of membership in the Association shall be:

- A. ACTIVE: May be granted to any individual performing school facility related functions and employed by a public, private or parochial school, college or university, or educational cooperatives and consortiums supporting school facility related functions.
- B. ASSOCIATE: May be granted to Members involved directly or indirectly in education, but do not qualify as an active member. This would include consultants, vendors and exhibitors, etc.
- C. LIFE: May be granted to Active and Associate members who upon retirement have had a minimum of five years of membership in the Association and are in good

standing with the Association. A request in writing must be made to the Association President for a paid up life membership.

SECTION II. Rights and Privileges

- A. Active, Associate, and Life Members are entitled to:
 - 1. Receive copies of the Association's Newsletter, and the publications of the Association.
 - 2. Request specific subjects for presentation, and/or discussion at meetings of the Association.
 - 3. Attendance at monthly meetings.
 - 4. Bring guests to the monthly business meetings. (Note: a meal charge will be assessed.)
 - 5. Members only access to the web site.
- B. Active Members are entitled to:
 - 1. Vote on motions and other matters of the Association.
 - 2. Be elected to hold office in the Association, with the exception of the state treasurer position which will be appointed by the executive council.
 - 3. The minutes of the meetings.
- C. Past Active Members are entitled to:
 - 1. Be elected to hold office in the association with voting privileges, if the position is not filled by an active member. This position is voted on each year, until filled by an active member.
 - 2. The minutes of the meetings.
- D. Annual Dues: The amount of dues to be paid to the Association by Active Members shall be recommended by the Executive Council of the Association and approved by a majority of active members at the May monthly meeting and must be paid by September 30th. Chapter expense will be reimbursed by the Association.
- E. Resignation: Any Active, Associate, or Life Member may withdraw from membership at any time by giving written notice to the Association President. Such resignation shall take effect upon receipt of such notice.
- F. Revocation or termination of membership: A member shall be dropped from membership of the Association for failure to pay dues within (30) days of second delinquent notice.

ARTICLE V DUTIES OF THE Executive Council

SECTION I. Duties of the Executive Council:

- A. The President:
 - 1. Shall be the Executive Officer of the State Association.
 - 2. Shall preside over all meetings of the State Association.
 - 3. Shall prepare the agenda for the State business meetings.
 - 4. Shall sign all necessary documents and other instruments of the Association authorized by the Executive Council.
 - 5. Shall represent or designate an Association Representative to attend necessary non-Association functions.
 - 6. Shall have the authority to contact a lawyer or CPA as needed.
 - 7. Shall be an ex officio member of all standing and special committees.
 - 8. Shall have the authority to hire an Executive Administrator with the authorization of the Executive Council.
- B. President Elect
 - 1. Shall Co-Chair the State Conference Committee.
 - 2. Shall be an ex officio member of all standing and special committees.
 - 3. Shall be responsible for chairing the planning committee for the State Conference.
 - 4. Shall, in the absence of the President, preside at all meetings and assume all other necessary duties.

C. Vice President

1. Shall be responsible for planning the educational programs at the two State professional growth seminars.
2. Shall perform such duties as the Association President may from time to time designate.
3. Shall, in the absence of the President and the President Elect, preside at all meetings and assume all other necessary duties.

D. Secretary

1. Shall be responsible for keeping and preserving minutes of the proceedings of all meetings.
2. Shall perform such other duties as the Association President may from time to time designate.
3. Shall be responsible for the publishing of a yearly membership list.
4. Shall, in the absence of the President, President Elect and Vice President, preside at all meetings and assume all other necessary duties.

E. Treasurer

1. Shall perform such other duties as the Association President may from time to time designate.
2. Shall render a financial report at each State meeting of the Association. Shall, at the annual State Conference, submit a written report showing all receipts and expenditures for the past year.
3. Shall see the accounts of the Association are audited and reported as prescribed by Federal and State law.
4. On all checks greater than \$10,000, a second association officer approval is required. The approval can be in the form of an email to the Executive Director or by signature on the check.
5. Shall, in the absence of the President, President Elect and Vice President, and Secretary preside at all meetings and assume all other necessary duties.

F. Past President

1. Shall serve as an active member of the Executive Council with full voting rights.
2. Mentor the President
3. Perform duties as assigned by the Executive Council.

G. Chapter Director

1. Shall serve as an active member of the Executive Council with full voting rights.
2. Shall perform such duties as designated by the Executive Council.

H. Associate Director

1. Shall act as a liaison between the vendor members and the Executive Council bringing information and concerns to and from the Council.
2. Shall perform other duties as designated by the Executive Council.

I. Executive Administrator

1. Shall collect all funds due the Association, including membership fees and dues.
2. Perform duties as assigned by the Executive Council.

ARTICLE VI COMMITTEES

SECTION I.

A. Appointment of Committees: Committee chairs shall be appointed and ratified by the Executive Council to facilitate programs of the Association. Recruitment of committee membership shall be the responsibility of the Committee Chairperson.

B. Permanent Committees:

1. Education and Certification
2. Membership and Recognition
3. Scholarship
4. Communication Technology
5. Legislative
6. Health and Safety
7. Facility Standards
8. Turf and Grounds
9. Conference
10. History

C. Special Committees: As designated by the Association President.

ARTICLE VII MEETINGS

SECTION I. Association business meetings will be held (3) three times each year in conjunction with the State Conference and Statewide Association professional growth seminars.

SECTION II. Annual business meeting shall be held at the State Conference.

SECTION III. Executive Council meetings shall be held a minimum of (3) three times each year.

SECTION IV. Statewide Association professional growth seminars will be held in January and May in conjunction with the State Association business meetings.

SECTION V. Special meetings may be called by the President, or upon (2/3) two-thirds vote of the Active membership.

SECTION VI. Parliamentary rules, as stated in Robert's Rules of Order, shall govern the procedures of all meetings held by the Association.

ARTICLE VIII NOMINATIONS AND ELECTIONS

SECTION I.

- A. Nominations of the Executive Council members shall be received by mail and nominations from the floor at the annual meeting.
- B. Nominations of the Associate Director shall be made from the floor and by active Associate members during the annual meeting.
- C. Election of Executive Council members shall be held during the annual meeting. The Executive Council members shall be elected by a majority of Active members in attendance, with the exception of the state treasurer which will be appointed by the executive council.
- D. The Associate Director shall be elected by a majority of Associate members at the State Conference.
- E. In the event of an Executive Council member vacancy: The remaining term of that person shall be completed by a member appointed by the Executive Council.
- F. Executive Council members of the Association may be paid a yearly stipend. The stipend will be established by a majority vote of members at the business meeting held in conjunction with the State Conference.
- G. Election of the Chapter Director will be held at Chapter meetings.

SECTION II.

A. Officers may hold a position at the executive level and the chapter level at the same time.

ARTICLE IX CHAPTERS

SECTION I. The Association shall be constructed of as many chapters as deemed necessary.

SECTION II. The Chapters shall have their own governing body which will consist of:

A. President

1. Shall be the Chapter Executive Officer.
2. Shall preside over all meetings.
3. Shall prepare the agenda for the meetings.
4. Shall sign all necessary documents and instruments of the Chapter as authorized by the Executive Council.

B. Vice President

1. Shall be responsible for planning the educational programs of the Chapter.
2. Shall in the absence of the President, preside at all meetings and assume all other necessary duties.
3. Shall perform such other duties as the Chapter President may designate.

C. Secretary/Treasurer

1. Shall be responsible for keeping and preserving minutes of all the Chapter meetings.
2. Shall in the absence of the President and Vice President, preside at all meetings and assume all other necessary duties.
3. Shall perform such other duties as the Chapter President may designate.

Director

1. Shall act as liaison between the Chapter and the Executive Council bringing information, concerns and problems to and from the Council.
2. Shall perform such other duties as the Chapter President may designate.

E. Associate Representative

1. Shall act as a liaison between the vendor members and the Chapter Officers bringing information and concerns to and from the Chapter.
2. Shall perform other duties as the Chapter President may designate.

SECTION III. Meetings

A. The Chapter is responsible for its members' professional growth. Chapter meetings will be held at a minimum of (4) four times per year.

B. Parliamentary rules, as stated in Robert's Rules of Order, shall govern the procedures of all meetings held by the Chapter.

SECTION IV. Terms of Office

A. The term of each Chapter Officer, President, Vice President, Secretary / Treasurer, Chapter Director, and Associate Representative shall be three years.

SECTION V Nominations and Elections

- A. Nominations for Chapter Officers, President, Vice President, Secretary / Treasurer, Chapter Director and Associate Representative shall be received by mail or from the floor at the March Chapter meeting.
- B. Election of Chapter Officers, President, Vice President, Secretary / Treasurer, Chapter Director and Associate Representative shall be held at the April Chapter Meeting.

- C. Election of Chapter Officers shall be on a (3) three year rotating basis, with the Vice President elected one year, Chapter Director and Secretary / Treasurer elected a second year, and the President and Associate Representative elected a third year.
- D. In the event of a Chapter Officer vacancy, the remaining term for that year shall be completed by a member appointed by the Executive Council. The vacancy will otherwise be filled during the next Chapter Nomination and Election.

SECTION VI.

Officers may hold a position at the executive level and the chapter level at the same time.

ARTICLE X AMENDMENTS

SECTION I. Amendments to the Bylaws may be adopted by a (2/3) two-thirds vote of the members present at any meeting scheduled in accordance with Article VII of these Bylaws provided all members have been given notice (2) two weeks prior to the meeting.

SECTION II. Bylaws will be reviewed and updated every (3) three years or sooner at the direction of the Association President.

Revised and approved January 2020