

## KENTUCKY SCHOOL PLANT MANAGEMENT ASSOCIATION BYLAWS

### ARTICLE I - NAME

This organization shall be known as the Kentucky School Plant Management Association (KSPMA), hereafter referred to as the Association.

### ARTICLE II - OBJECTIVES

In the interest of enhancing and promoting the educational process, the purposes of this Association shall be to:

1. Provide educational opportunities and training to its membership and the educational community.
2. Provide for the exchange of information to improve performance in the many fields of work accomplished by our active membership.
3. Develop a working relationship and training programs with school administrators, managers, all classified and certified personnel, and the Kentucky Department of Education to foster progress and improvement of educational programs through exemplary facilities and school environment.
4. Promote the professional advancement and continuous improvement of school plant personnel through development of professional activities and certification programs.
5. Promote post-secondary education through a scholarship program for high school graduating seniors and maintenance & operations employees within a public or private educational organization for the members of the Association.
6. Promote partnerships with other organizations and businesses that benefit the members of the Association.

### ARTICLE III - MEMBERSHIP

The Association shall have four classifications of membership: Active, Lifetime, Vendor Partner, and Partnering Association.

1. **Active:** Any individual employed by a public or private educational organization, governmental agency, or nonprofit entity engaged in school plant management is eligible for active membership. Specifically: Active District Membership or Active Individual Membership.
2. **Lifetime:** Any member of the Association that retires may be awarded a lifetime membership in the Association by a majority vote of the Board of Directors.
3. **Vendor Partner:** Memberships as Vendor Partners will be open to business concerns, industry commercial endeavors and manufacturing companies. The employees and representatives of these Vendor members may attend business meetings of the Association at their own expense but may not vote or hold office except; for the elected Vendor Partner Representatives who serve on the Board of Directors. Vendor Partners may display the

approved Association Vendor Partner logo on their websites, social media posts and advertising material if they are a member in good standing.

4. **Partnering Association:** Any non-profit Educational or Industrial Organization that is engaged in Professional Development for faculty/staff or facilities management. Partnering Associations must be approved by the Board of Directors and shall have no voting privileges in the Association. Partnering Associations may display the approved Partnering Association logo on their websites, social media posts and advertising material if they are a member in good standing.

#### **ARTICLE IV – SPECIAL PRIVILEGE**

Special privileges may be granted to Past Presidents and others by the Executive Director with approval from the Board of Directors. The exact Special Privileges granted to individuals shall be found in the Associations record book. Special Privileges do not include all membership benefits or voting powers on Association business.

#### **ARTICLE V – DUES/FEES/MEMBERSHIP BENEFITS**

The Annual Membership dues and the Associations fees for services are set by the Associations Financial Committee and approved by the Board of Directors.

Membership Benefits for each membership classification are found in the Associations Membership Benefits Publications and in the Associations Policy and Procedure Manual. Membership Benefits are approved by the Board of Directors.

#### **ARTICLE VI – BOARD OF DIRECTORS**

The Board of Directors shall be made up of Principle Officers, General Officers, Regional Directors, and Vendor Partner Representatives.

The Board shall act in the name of the Association, in all matters pertaining to the Association. The Board of Directors shall adopt Association Policies and Procedures, by which the Executive Director's Office and Executive Board shall operate the Association.

#### **ARTICLE VII - PRINCIPLE OFFICERS, GENERAL OFFICERS AND EXECUTIVE BOARD**

##### **Principle Officers:**

The principle officers of the Association shall be the President, Vice-President, Past President, Recording Secretary, Executive Director, Assistant Executive Director, Superintendent Representative, and Sergeant at Arms. The Principle Officers duties and expectations are found in the Associations Policy and Procedure Manual.

The President, Vice President, and Past President positions ascend accordingly starting at the Vice-Presidents election to the office. The Superintendent Representative and Recording Secretary are elected by majority vote by the Board of Directors to serve a three-year term.

**General Officers:**

The General Officers are Historian, Chaplain, and other positions that are deemed necessary by the Board of Directors of the Association and are elected by the Board of Directors by a majority vote. Any additional position the Board of Directors deems necessary to support the operations of the Association shall have a position title, the defined position duties, and expectations. The position and duties shall be incorporated into the Associations Policy and Procedure book. The Chaplain and Historian are elected by majority vote by the Board of Directors to serve a three-year term.

**Executive Board:**

The Executive Board shall consist of: President, Vice-President, Past President, Recording Secretary, Superintendent Representative, Sergeant at Arms, Executive Director and Assistant Director. The President shall be the chairperson and the Vice President shall be vice chairperson. Action by the Executive Board requires a minimum of majority affirmative votes. The Executive Boards duties and expectations are found in the Associations Policy and Procedure Manual.

**ARTICLE VIII – REGIONAL DIRECTORS**

Regional Directors shall be elected by the Regional membership to represent their specific regions. They shall serve for two years, if elected. Regional Directors may serve consecutive terms. The duties and expectations of Regional Directors can be found in the Associations Policy and Procedure Manual.

**ARTICLE IX – DISTRICT AT LARGE REPRESENTATIVES**

The District-at-Large can request appointment of a representative that meets or exceeds the requirements of the Associations Board Member Qualifications, to serve on the Associations Board of Directors. The representative shall be vetted in accordance with the policies and procedures of the Association. The position and representative shall be confirmed to the Board of Directors by a majority vote of the current Board of Directors. The term shall be perpetual (year-to-year) and is contingent the School District maintains the requirements as outlines in the Associations Policy and Procedure Manual.

**ARTICLE X – VENDOR REPRESENTATIVES & EXECUTIVE LEVEL PARTNER REPRESENTATIVES**

**Vendor Representatives**

There shall be two elected Vendor Representatives representing different industries and shall serve a three-year term. Elections for both Vendor Representatives shall not be in the same year and shall be held by the Associations Vendor Partners. The duties and expectations of Vendor Representatives can be found in the Associations Policy and Procedure Manual.

**Executive Level Partner Representatives**

An Executive Level Partners shall have one (1) individual assigned from their company. An Executive Level Sponsor has no voting power, and their term is for the year(s) of their Executive Sponsorship. The duties of the Executive Level Partner can be found in the Associations Policy and Procedure Manual.

### **ARTICLE XI – EXECUTIVE DIRECTOR**

The Board of Directors establishes the Position of Executive Director for the Association. The Personnel Committee shall develop the job description, the job performance evaluation tool, and suggest a remuneration to be presented to the Board of Directors for approval. The Board of Directors shall approve a budget for the Executive Directors office. The duties of the Executive Director can be found in the Associations Policy and Procedure Manual. In the event there is a tie, and a majority vote cannot be reached, the Executive Director shall cast the tie breaking vote.

### **ARTICLE XII – ASSISTANT DIRECTOR**

The Board of Directors establishes the Position of Assistant Director for the Association. The Executive Director and Personnel Committee determines the job description and remuneration for the Assistant Director for the Board of Directors Approval. The Assistant Director shall only cast a vote on the Associations Business during meetings in the absence of the Executive Director and when a tie breaking vote is needed. The duties of the Assistant Director can be found in the Associations Policy and Procedure Manual.

### **ARTICLE XIII – EX-OFFICIO REPRESENTATIVES**

Ex-officio representatives that provide support or services to the Association may attend Board meetings but have no voting privileges in Association Business. Ex-Officio Representatives include:

- Kentucky Department of Education Representative
- A Representative of other Non-Profit Educational Associations and Organizations, that are part of the Associations Partnering Membership of the Association. A representative of other Educational Associations must be approved by the Board of Directors.
- Training Director
- Activities Coordinator
- LPC Services Director
- Executive Directors Office Staff
- Administrative Assistant

The duties and expectations of the Training Director, Energy Services Director, LPC Services Director, Staff Assistant, Activities Coordinator, and Administrative Assistant can be found in the Associations Policy and Procedure Manual.

Other Ex-Officio Representatives may be appointed by a majority vote of the Board of Directors

## ARTICLES XIV - COMMITTEES

The President shall recommend committee chairpersons. Committee membership is limited to Association members except for the Training Director and the Accounting Representative. The following standing committees shall be appointed, and any other ad hoc committees may be assembled or disassembled, as deemed necessary:

- Bylaw & Policy Committee
- Finance Committee
- Membership Committee
- Lifetime Member Award Committee
- Application & Quality Assurance Committee
- Scholarship Committee
- Tradeshow Committee:
- Professional Development and Certification Committee
- Strategic Partnership Committee
- Personnel Committee
- Legislative Committee
- Conference Committee

The Committee duties and expectations are found in the Associations Policy and Procedure Manual.

## ARTICLE XV - MEETINGS

### **Annual Association Business Meeting**

The Annual Association Meeting shall be held in the fourth quarter of the calendar year. The purpose is to inform and update the Membership about important Association business and key Association issues such as finances, the status of current projects, endeavors, and the Associations future growth plans.

The change of Officers for the Board of Directors shall occur at the Annual Business Meeting.

Annual Meetings and the agenda shall be announced 30 days prior to the meeting date.

### **Board of Directors Meetings**

The Board of Directors shall conduct a minimum of one meeting per quarter for a total of 4 meetings per calendar year. The purpose of the Associations Board of Directors Meetings can be found in the Associations Policy and Procedure Manual.

### **Executive Board Meetings**

The Executive Board shall meet at least two times during a Calendar year. The purpose of the Executive Board Meeting can be found in the Associations Policy and Procedure Manual.

### **Special Meetings**

The President or Executive Director may call special meetings of the entire Board, portions of the Board, committee meetings or the Executive Board, as deemed necessary. Special called meetings shall only be for items on the agenda prior to the meeting date.

### **Closed Meetings**

The Board may at any meeting go into closed session to discuss any matters which it may lawfully discuss at a closed meeting. Notice shall be given in open meetings of the general nature of the business to be discussed in closed session, the reason for the closed session, and the specific provision of [KRS 61.810](#) authorizing the closed session; Closed sessions may be held only after a motion is made and carried by a majority vote in open, public session; No final action may be taken at a closed session, except as permitted by law; No matters may be discussed at a closed session other than those publicly announced prior to convening the closed session. Any meeting may be held in person or virtually.

## **ARTICLE XVI – FINANCE**

Budgeting the finances of the Association is the responsibility of the Board of Directors.

A budget shall be prepared by the Executive Board, in consultation with the Finance Committee. The term of the budget shall be from January 1 through December 31. The budget shall be presented to the Board of Directors for its review and approval.

### **Fiscal Responsibility**

The Association shall disburse funds in accordance with the Associations Policy and Procedure Manual.

## **ARTICLE XVII - AMENDMENTS, RULES, QUORUM**

Any Association member or Board member may propose amendments or revisions to the Bylaws in writing to the Bylaw Committee Chair. The Bylaw Committee will present to the full Board any proposed amendment or revision for a first reading, with no action to be taken. The full Board shall take action at a future Board meeting (Seven (7) day wait period) on the second reading of the proposed amendment or revision. Changes go into effect immediately upon adoption.

1. The rules contained in Robert’s Rules of Order, revised (75<sup>th</sup> Anniversary Edition) shall govern the Association.
2. The quorum requirement for action(s) of the Board of Directors during their meetings, shall be met by a majority of the board members attending.