

**CAPPA**  
**BYLAWS**

**Adopted September 28, 2011**

## CAPPA BYLAWS

### ARTICLE I. NAME & OFFICE

The Central States Regional Association of Physical Plant Administrators of Universities and Colleges (CSRA) was founded at Kansas State University, Manhattan, Kansas, in December 1953. The name was changed to Central Association of Physical Plant Administrators of Universities and Colleges (CAPPA) at the Annual Meeting of the General Membership at the University of Houston, Houston, Texas, on October 5, 1987 and was incorporated as CAPPA, INC., in the State of North Dakota on November 4, 1993. Hereinafter the organization will be referred to as CAPPA.

CAPPA may have an office at such place within the Central Association as may be designated by the Executive Committee.

### ARTICLE II. PURPOSES

The purposes of CAPPA shall be to develop and maintain high standards in the administration, maintenance, operation, planning, and development of facilities management in educational institutions; to promote professional ideals and standards to better serve the objectives of education; and to engage in such other related activities as may be desirable or required to fulfill the objectives of the organization. A further purpose is to supplement and assist the work of APPA: in the Central region as defined below and to provide for official representation of the Central region on the Board of Directors of APPA.

CAPPA is organized and operated exclusively for charitable and educational purposes within the meaning of Sections 501 (c)(3), and 170 of the internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law). No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its directors, officers, other private individuals, or organizations organized and operated for profit (except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes as herein above stated). No substantial part of the activities of the organization shall involve the carrying on of propaganda or otherwise attempting to influence legislation and the organization shall not participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provision herein, the organization shall not carry on any activities not permitted to be carried on by:

- A. An organization exempt from federal tax under Section 501 (a) of the Internal Revenue Code of 1954 as described in Section 501 (c)(3) of such Code (or the corresponding provisions of any future United States Internal Revenue Law), and
- B. An organization described in Section 509 (a)(3) of the Internal Revenue Code of 1954 (or in the corresponding provisions of any future United States Internal Revenue Law), and

- C. An organization of which contributions are deductible under Sections 170, 2055, 2106, or 2522 of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

### ARTICLE III. MEMBERSHIP

Membership in CAPPa is based upon affiliation with an eligible institution, with each member institution accorded equal status. Dues as well as individual rights and privileges are based on classifications of participating individuals. To be eligible for membership, institutions shall meet requirements as defined in the following:

#### A. *Eligibility for Membership*

1. Institutions, or systems of institutions, which meet the eligibility criteria of higher education, technology, or PK-12), are eligible for membership in CAPPa from the following geographical area:
  - a. Arkansas, Kansas, Missouri, Nebraska, North Dakota, Oklahoma, South Dakota, Texas and the Canadian province of Manitoba and territory of Nunavut.
  - b. States, provinces, or countries adjoining any of the above.
2. Each U.S. institution shall qualify under Section 115 (a) of the Internal Revenue Code of 1954 or be exempt from federal taxation under Section 501 (a) of such code as an organization described in Sections 501 (c)(3) and 509 (a)(1), (2), or (3) of such code, or the corresponding provisions of any future United States Internal Revenue Law. Institutions of Canada or other adjoining countries shall meet corresponding non-profit criteria. Additionally, member institutions must have a designated Institutional Representative who meets the criteria established herein.
3. Eligibility for institutional membership in the CAPPa shall be accorded representatives from institutions of higher education, technology, or PK-12 which require at least two years of academic credit for graduation and which have been legally granted the authority to award degrees, where such institutions meet the following criteria:
  - a. The institution must be constituted with a governing board;
  - b. The institution must be accredited or be in the process of being accredited by one or more nationally recognized accreditation agencies;
  - c. Academic credits granted by the institution must be acceptable toward the earning of a baccalaureate or higher degree by that institution, or by transfer to institutions which require four years of academic credit for graduation and which have been legally granted the authority to award certain degrees.
  - d. The institution must operate an independent Facilities Organization.

- e. The institution must maintain the position of a principal administrator directly paid by the institution and in charge of the physical facilities or buildings and grounds of such institution.
4. Eligibility for university or college system membership must include two or more institutions, which meet eligibility requirements as defined above. A qualified institutional member of CAPPa will not be denied the right to membership because the institution is a part of a system of universities and colleges that also has a voting member in CAPPa.

B. *Application for Institutional Membership*

1. To acquire and maintain membership, institutions shall have an Institutional Representative who meets the criteria established in the Bylaws, Article III.C.
2. Application for institutional membership shall be made by the prospective Institutional Representative to APPA. The application will be reviewed to ascertain that both the institution and the prospective Institutional Representative meet the qualifications. If the institution meets the qualifications but the prospective Institutional Representative does not, the application will be referred to the CAPPa Executive Committee for decision. The Membership Chair will notify the applicant of action taken on the application.

C. *Classification of Membership*

There are two classifications of membership; voting and non-voting. Voting members are: Institutional Representative, Associate, and Affiliate. Non-voting members are: Business Partners, Emeritus, Retired, and Honorary. For each of these classifications, the obligations, rights, and privileges shall be as specified herein.

1. Institutional Representative Membership

The Institutional Representative shall be the official representative of the member institution. The Institutional Representative shall be the principal administrator directly paid by the institution and responsible for the facilities management of the institution or, in the case of a system, shall be the principal administrator directly paid by the system and responsible for the facilities management functions of the system. With the approval of the Executive Committee, a subordinate of the principal facilities management administrator may be the Institutional Representative of a member institution. Should the Institutional Representative change due to personnel changes in the member institution, the prospective Institutional Representative shall notify the Membership Chair of the proposed change and the new employment status, and request to be designated the new Institutional Representative. Approval processing and authority shall be as with a new request, except that only the qualifications of the prospective new Institutional Representative will be evaluated. The application will be reviewed by the Membership Chair and the Treasurer to insure compliance with eligibility requirements. Institutional representatives are eligible to vote and are required to pay annual dues.

2. Associate Membership

Associates of CAPP A shall be facilities management professionals, administrative or supervisory, other than Institutional Representatives, and employed at member institutions, including systems. The application will be reviewed by the Membership Chair and the Treasurer to insure compliance with eligibility requirements. There are no limitations on the number of Associates from each member institution. Associates can hold elective and appointive offices, in which case they shall exercise the rights and functions of the office. Associates are eligible to vote and are required to pay annual dues.

3. Affiliate Membership

Affiliates of CAPP A shall be professional personnel employed at educational institutions, engaged in work related to facilities management and having an interest in the professional activities of CAPP A. The application will be reviewed by the Membership Chair and the Treasurer to insure compliance with eligibility requirements. There are no limitations on the number of Affiliates from each educational institution. Affiliates are eligible to hold elective and appointive offices, are eligible to vote, and are required to pay annual dues.

4. Business Partners

Business Partner membership in CAPP A is open to all corporations who provide products and services to the facilities management marketplace or who have an interest in reaching facilities managers in the education environment. Each branch office shall be considered an individual business. The application will be reviewed by the Membership Chair and the Treasurer to insure compliance with eligibility requirements. Business Partners cannot hold elective or appointive office, cannot vote, and are required to pay membership dues. The CAPP A Executive Committee may provide additional classifications of Business Partner based upon either an amount of sponsorship, or years of consecutive service/support/ sponsorship to the Association.

5. Emeritus Membership

Emeritus Membership status is considered to be a high honor that should be afforded to those retirees who have made significant contributions to CAPP A. Such status is granted to CAPP A members and Business Partners who have retired and whose written application for Emeritus Membership have been approved by the Executive Committee. Emeritus members may participate in Annual Meetings at complementary rate, are entitled to receive all CAPP A mailings, may complete a current term of elective office, serve in appointive offices, are not eligible to vote, and do not pay annual dues.

Business Partners who have been approved for Emeritus Membership may participate in Annual Meetings at the spouse/guest rate, are entitled to receive all CAPP A mailings, cannot hold elective or appointive office, are not eligible to vote, and do not pay annual dues.

6. Retired Member

Retired Member status may be granted to an individual who has retired as a CAPPAs member in good standing. Retired members may participate in Annual Meetings at the complementary rate, are entitled to receive all CAPPAs mailings, may complete a current term of elective office, may not serve in appointive offices, are not eligible to vote, and do not pay annual dues.

7. Honorary Membership

Honorary Membership shall be bestowed on any person deemed worthy of this honor whether or not they are now or ever have been engaged in physical plant work or a member of CAPPAs, APPAs, or any regional or state association. Honorary membership shall require annual approval by the Executive Committee. Honorary members cannot hold elective or appointive office, cannot vote, and do not pay annual dues.

D. *Annual Dues*

1. The amount of annual dues to be paid by Institutional Representatives, Associates, Affiliates, and Business Partners shall be as approved by a majority of the members present and voting at the annual business meeting. Changes will normally be recommended to the membership by the Executive Committee. All changes will be announced to the membership prior to invoicing. Dues shall be payable upon receipt of invoice and shall be considered delinquent ninety days thereafter.
2. The dues paid for the Institutional Representative establishes and maintains institutional membership, the period for which the dues are paid is not affected by a change in Institutional Representatives in accordance with Article III, herein.
3. Should an Associate or Affiliate relocate from one member institution to another, the period for which their dues have been paid shall continue in the former institution. Additionally, a replacement Associate or Affiliate from the former institution that meets eligibility criteria, may be approved for the remainder of the period for which the dues have been paid.
4. Each year CAPPAs Annual Meeting and Technology Conference provide Business Partners with excellent opportunities to demonstrate support for higher education facilities and the people who staff them. As noted in Section III,C,4 the Executive Committee may provide additional classifications of Business Partners.
5. Business Partners who terminate their relationship with CAPPAs may be replaced by another individual within the same office for the balance of the fiscal year.

E. *Resignation from Membership*

Any member of CAPPa may withdraw from such membership at any time by giving written notice to the Membership Chair. Such resignation shall take effect upon receipt of such notice. There shall be no refund of dues.

F. *Revocation or Termination of Membership*

Any member of CAPPa may have such membership revoked or terminated by action of the Executive Committee whenever in its judgment the best interest of CAPPa will thereby be served. Notwithstanding the foregoing, a member of CAPPa shall be dropped from the membership rolls of CAPPa for:

1. Failure to pay dues after having been sent three notices; or
2. Loss of eligibility under the criteria enumerated in Article III, herein.

G. *Reinstatement of Membership*

A revoked or terminated individual membership or a revoked or terminated institutional membership may be reinstated upon appropriate action by the Executive Committee.

ARTICLE IV. ADMINISTRATIVE ORGANIZATION

A. *Officers/Executive Committee*

1. The Officers/Executive Committee of CAPPa shall be the President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer, Senior Representative to APPA, Junior Representative to APPA, Immediate Past President, Editor of the CAPPa Newsletter, Membership Chair, Professional Development Co-Chairs, Information Services Chair, and up to two Business Partner Representatives. Each shall be a member of CAPPa and APPA.
2. Power and Duties
  - a. Shall rule on questions of policy which arise between Annual Meetings;
  - b. Shall, in the event of a vacancy, retirement, or change in employment status of the President, appoint a replacement to serve until the next Annual Meeting. Notice of such appointment shall be provided to the membership through the newsletter;
  - c. Shall authorize appropriate expenditures from the treasury;
  - d. Shall approve dates of Annual Meetings after the recommendation of the First Vice President;
  - e. Shall meet at least two times per year;

- f. At all meetings of the Executive Committee, eight (8) of its members, including either the President or First Vice President, shall constitute a quorum. Each member is entitled to one vote. Proxy voting will not be permitted.
  - g. Shall maintain a current strategic plan and ensure the plan is fully reviewed at least every five (5) years.
3. No member of CAPPAs shall simultaneously hold more than one office on the Executive Committee.

#### *B. The President*

The First Vice President shall automatically become President following service the preceding year as First Vice President, provided they still are a member of CAPPAs and APPA; shall assume office as President at the Annual Meeting; and shall serve a term of one year or until the next Annual Meeting.

1. Power and Duties
  - a. Shall be the executive officer and shall be responsible for the general supervision and direction of the affairs of the association and shall preside at the Annual Business Meeting;
  - b. Shall appoint the Awards, Business Partner Liaison, Professional Development, Information Services, Finance, and the Membership Committee members within thirty days following the Annual Meeting;
  - c. Shall recommend representatives from CAPPAs, to serve one year terms on the APPA Permanent and Standing Committees (currently they are the Professional Development; Information & Research; Professional Affairs; Awards and Recognition; and Membership), to the APPA President-Elect. In no case may the CAPPAs representatives serve more than three consecutive years on the same APPA committee;
  - d. Shall have the authority to appoint committees or task forces of CAPPAs not otherwise provided for and shall advise the Executive Committee of the appointments. Also shall develop and provide a budget to the Executive Committee for approval prior to the obligation of any funds required by the committees or task forces;
  - e. Shall serve as Chair of the Executive Committee during term of office;
  - f. Shall, in the event of a vacancy among the members of the Executive Committee, with concurrence of a majority of the remaining committee members, appoint a replacement. Notice of such appointments shall be given to all committee members in writing;
  - g. Shall have an annual discretionary budget of \$1,000 for expenditures for appropriate association business without needing Executive Committee approval.
  - h. Shall provide the Treasurer a written budget for any activity regarding expenditure of funds prior to obligation of any funds;

- i. Shall submit to the Treasurer an itemized, written financial report of the previous annual meeting.
- j. Shall be responsible for publishing and electronically producing the Annual Report
- k. The President shall appoint a member of the Business Partners to be a member of the Executive Committee within thirty days following the Annual Meeting.
- l. Shall ensure the Strategic Plan is current and reflected in each committees annual budget proposal.

C. *The Vice Presidents*

1. The Second Vice President shall automatically become the First Vice President following service the preceding year as Second Vice President; and the Third Vice President shall automatically become the Second Vice President following service the preceding year as Third Vice President; and the Third Vice President shall be elected at the Annual Meeting by a majority vote, provided they all are still a member of CAPPa and APPA. They shall assume the appropriate office at the Annual Meeting, and shall serve a term of one year or until the next Annual Meeting.
2. Election of the Third Vice President
  - a. Nominees for the office of Third Vice President shall be those Institutional Representatives, Associate Members, and Affiliate Members recommended by the Nominating Committee or nominated from the floor during the Annual Business Meeting. Associate and Affiliate Members shall provide documentation of approval to serve from their Institutional Representative in order to be eligible for nomination.
  - b. In the event there are no qualified nominees for this Office, the Executive Committee may appoint a Third Vice President.
3. Power and Duties
  - a. The First Vice President shall accept the office of President following term of office as First Vice President;
    - (1) Shall be responsible for the program and handle all arrangements for the Annual Meeting and the Executive Committee meetings, and shall provide photographic coverage for inclusion in the Annual Report;
    - (2) Shall submit to the Treasurer an itemized written financial report of the expenditures for conducting the upcoming Annual Meeting and shall remit any surplus funds to the Treasurer or, upon approval of the Executive Committee, shall be reimbursed from CAPPa treasury for any costs above the funds collected at the Annual Meeting;

- (3) Shall in the absence of the President, perform the duties of the President as herein stated;
  - (4) Shall, in the event of a vacancy in the office of President, serve as President as herein stated until a new President is named by the Executive Committee to serve out the unexpired term.
- b. The Second Vice President shall accept the office of First Vice President following term of office as Second Vice President;
    - (1) Shall assist the First Vice President as appropriate and as requested in the planning and conducting of the program for the next Annual Meeting;
    - (2) Shall initiate planning and preparations as appropriate for carrying out the duties of First Vice President during the next year;
  - c. The Third Vice President shall accept the office of Second Vice President following term of office as Third Vice President;
    - (1) Shall assist the First and Second Vice Presidents as appropriate and as requested in the planning and conducting of the program for their next Annual Meeting;
    - (2) Shall initiate planning and preparations as appropriate for carrying out the duties of Second Vice President during the next year;
  - d. The Vice Presidents shall each be a member of the Executive Committee.

D. *The Secretary*

1. The Secretary shall be elected on even numbered years at the Annual Meeting by a majority vote, provided the candidate is a member of CAPPa and APPA; shall assume the office at the close of the Annual Meeting; and shall be eligible for reelection to a second two-year term; to serve a maximum of four consecutive years.
2. Power and Duties
  - a. Shall record and maintain the minutes of the Annual Meeting and of the Executive Committee meetings;
  - b. Shall under the direction of the President, be responsible for all business records of CAPPa;
  - c. Shall be responsible for conducting the correspondence of the association;

d. Shall, in a timely fashion, assist the President in providing information for the publication of the Annual Report;

e. Shall be a member of the Executive Committee.

f. Shall be a member of the By-Laws Committee.

E. *The Treasurer*

1. The Treasurer shall be elected on odd numbered years at the Annual Meeting by a majority vote, provided the candidate is a member of CAPP A and APPA; shall assume the office at the close of the Annual Meeting; and shall be eligible for reelection to a second two-year term; to serve a maximum of four consecutive years.

2. Power and Duties

a. Shall receive and account for all funds turned over from the Annual Meeting and other monies collected or due the association;

b. Shall receive and disperse all funds for expenditures as authorized in writing by the President or the Executive Committee and shall be authorized to disperse funds for normal operating expenses as required;

c. Shall render an itemized, written report at the Annual Meeting and at the Executive Committee Meetings;

d. Shall in a timely fashion, assist the President in providing information for the publication of the Annual Report;

e. Shall annually file appropriate documents to the Internal Revenue Service and provide for an annual audit;

f. Shall be responsible for all insurance matters as directed by the Executive Committee;

g. Shall be a member of the Executive Committee.

h. Shall be an Ex-Officio member of the Finance Committee.

F. *The Representatives to APPA*

1. Two Institutional Representatives shall serve on the APPA Board of Directors as Junior and Senior Representatives from CAPP A, provided they are members of CAPP A and APPA. The Immediate Past President shall automatically become the Junior Representative and shall assume the office at the next APPA Annual Meeting. The Junior Representative will

automatically become the Senior Representative the following year and will assume office at the next APPA Annual Meeting.

2. Power and Duties

- a. Shall be members of the APPA Board of Directors and of the CAPPAs Executive Committee. In this dual capacity, shall participate in the governing of both organizations, including voting on all matters brought before them;
- b. Shall be responsible for liaison between APPA and CAPPAs, keeping the APPA Board of Directors advised of CAPPAs functioning as it relates to APPA, and informing the CAPPAs Executive Committee of APPAs functioning as it relates to CAPPAs;
- c. Shall, in all functioning, keep the President of CAPPAs advised and shall seek out the opinions and recommendations of the President and other officers of CAPPAs as necessary;
- d. Shall recommend to the CAPPAs President, CAPPAs members to serve on APPAs appointed committees;
- e. Shall, with consent of the CAPPAs Executive Committee and consent of the individual member, submit such member as a nominee for APPAs office;
- f. No division of responsibilities of the Junior and Senior Representatives is prescribed, however, matters will normally be referred to the Senior Representative, who will coordinate with and seek assistance from the Junior Representative;
- g. Shall provide a written report of all APPAs meetings for inclusion in the CAPPAs Newsletters.

G. *The Immediate Past President*

1. The outgoing President shall automatically become the Immediate Past President following service the preceding year as President, provided they are still a member of CAPPAs and APPAs. They shall assume office as Immediate Past President at the CAPPAs Annual Meeting; and shall serve until assuming the office of Junior Representative at the next APPAs Annual Meeting.
2. Power and Duties
  - a. Shall be the Chair of the Awards Committee;
  - b. Shall Chair the Nominating Committee;
  - c. Shall in a timely fashion, assist the President;
  - d. Shall attend the APPAs Orientation and Board Meetings;

- e. Shall be a member of the Executive Committee.

H. *Editor of the Newsletter*

1. The Executive Committee shall appoint a member of CAPPa to be the Editor of the CAPPa Newsletter. The term of the appointment will be open-ended and will continue as long as it is mutually agreeable to the Editor and to the Executive Committee.
2. Power and Duties
  - a. Shall publish and distribute a minimum of four issues of the CAPPa Newsletter per fiscal year;
  - b. Shall serve on the Awards, and the Information Services Committee;
  - c. Shall be a member of the Executive Committee.

I. *Membership Chair*

1. The Membership Chair shall be elected on even numbered years at the Annual Meeting by a majority vote, provided the candidate is a member of CAPPa and APPa; shall assume the office at the close of the Annual Meeting; and shall be eligible for reelection to a second two-year term; to serve a maximum of four consecutive years.
2. Power and Duties
  - a. Shall in conjunction with the Treasurer, serve a dual role of fostering and recruiting members and promoting membership in both CAPPa and APPa;
  - b. Shall keep accurate records of the active membership;
  - c. Shall render a written report at the CAPPa Annual Meeting and at the Executive Committee Meetings;
  - d. Shall provide the First Vice President a list of recommended appointments to the Membership Committee, for the upcoming year, within twenty-one days of the Annual Meeting;
  - e. Shall be a member of the Executive Committee.

J. *Professional Development Co-Chairs*

1. The Professional Development Co-Chair shall be elected in alternating years at the Annual Meeting by a majority vote, provided the candidate is a member of CAPPa and APPa; shall assume the office at the close of the Annual Meeting; and shall be eligible for reelection to a second two-year term; to serve a maximum of four consecutive years. At the 2011 Annual Meeting two co-chairs will be elected. One of the candidates shall be identified as having a one-year term.

2. Power and Duties

- a. Shall be responsible for all professional development programs for the CAPPAs organization.
- b. Shall invoice for and receive all money for workshops, seminars or other areas not included in the duties of the Treasurer;
- c. Shall provide the Treasurer an itemized report of income and expenditures for each education program conducted;
- d. Shall render an itemized, written report and budget at the Annual Meeting and at the Executive Committee Meetings; describing activities and anticipated expenses and income for professional development programs.
- e. Shall receive, review and recommend to the Executive Committee the award of all scholarship applications submitted by CAPPAs members (see By-Laws, Article VIII. Scholarships)
- f. Shall provide the First Vice President a list of recommended appointments to the Professional Development Committee, for the upcoming year, within twenty-one days of the Annual Meeting;
- g. Shall be members of the Executive Committee.

K. *Information Services Chair*

1. The Information Services Chair shall be elected on odd numbered years at the Annual Meeting by a majority vote, provided the candidate is a member of CAPPAs and APPA; shall assume the office at the close of the Annual Meeting; and shall be eligible for reelection to a second two-year term; to serve a maximum of four consecutive years.
2. Power and Duties
  - a. Shall be responsible for all publications, except the Annual Report, and electronic communication functions for the CAPPAs membership;
  - b. Shall invoice for any receivables related to information services not included in the duties of the Treasurer;
  - c. Shall provide the Treasurer an itemized report of income and expenditures related to information services;
  - d. Shall render an itemized, written report and budget at the Annual Meeting and at the Executive Committee Meetings; describing activities and anticipated expenses and income for information services;

- e. Shall be responsible for all information communicated through the CAPPAs Website;
- f. Shall provide the First Vice President a list of recommended appointments to the Information Services Committee, for the upcoming year, within twenty-one days of the Annual Meeting.
- g. Shall be a member of the Executive Committee.

L. *Historian*

1. The Executive Committee shall appoint a member of CAPPAs to be the Historian. The term of the appointment will be open-ended and will continue as long as it is mutually agreeable to the Historian and to the Executive Committee.
2. Power and Duties
  - a. Shall be responsible for the care and protection of all historical memorabilia of CAPPAs;
  - b. Shall provide a minimum of one article per fiscal year for the Newsletter concerning CAPPAs history;
  - c. Shall attend the annual meeting and provide a display of the memorabilia;
  - d. Shall provide the President a written budget for review and approval prior to submittal to the Treasurer for any activity regarding expenditure of funds prior to obligations of any funds;
  - e. Shall be a member of the Information Services Committee.

M. *Business Partner Representative*

The President shall appoint a member of the Business Partners to be a member of the Executive Committee. The term will be for two years.

## ARTICLE V. MEETINGS OF MEMBERS

### A. *Annual Meeting*

An Annual Meeting of the membership of CAPPa shall be held within the geographic area as represented by CAPPa or other states as approved by a majority vote of the membership present and voting at the appropriate Annual Meeting.

### B. *Meeting Guidelines*

1. As established by the Executive Committee, a four-day meeting shall be held prior to November 1 of each year. The First Vice President may request a modification of the meeting's length with written justification for Executive Committee approval. The proposed meeting dates must be approved by the Executive Committee prior to making any final commitments. The Annual Meeting will include a business meeting at an appropriate time. The outgoing President will conduct the business meeting up to the point of New Business, at which time the incoming President will assume responsibility for conducting the remainder of the meeting. The first order of new business will be the election of new officers. If the business meeting is held prior to the awards banquet, the outgoing President will preside over the awards banquet until the ceremonial passing of the gavel takes place.
2. The First Vice President may request an advance from CAPPa's treasury of up to 10% of the approved annual meeting budget. Additional requests for funds may be made to the Executive Committee. The host shall make a financial report of the meeting income and disbursements. This report shall be submitted to the Treasurer for Executive Committee approval within six months following the meeting. Residual monies shall be turned in to the Treasurer with the report. In case of a deficit, application for reimbursement by CAPPa will be submitted to the Executive Committee.
3. Installation of New Officers will be held at the Annual Business Meeting.

### C. *Notification of Annual Meeting*

1. The proposed program, meeting dates, and budget shall be submitted to the Executive Committee no later than six months in advance of the proposed meeting.
2. Notices of the meeting from the First Vice President shall be mailed, and/or electronically transmitted, following approval by the Executive Committee on the following schedule:
  - a. First mailing - five months prior to the meeting. The mailing should include meeting dates and location.
  - b. Second mailing - no later than eight weeks prior and no sooner than twelve weeks prior to the meeting date. This mailing should include detailed information regarding the meeting. (Program, motel reservation forms, promotional literature, etc.)

- c. Third mailing - four weeks prior to the meeting date, mail a reminder to all members who have not responded to the second mailing.
3. The Membership Chair shall furnish membership lists to the First Vice President.
4. The President shall extend a specific invitation to the APPA President, APPA President-elect, and APPA Executive Vice President and their spouses. The registration fee and lodging costs shall be waived for these registrants.

D. *The Meeting Budget*

The First, Second and Third Vice Presidents and their committees shall establish a meeting budget. This budget shall include a registration fee that will cover all required items such as coffee breaks, tours for members, etc. There shall be a separate registration fee for other attendees' program expenses. This proposed budget shall be submitted to the Executive Committee for approval at the same time the program material is submitted.

E. *Procedure and Order of Business*

1. Parliamentary rules, as stated in Robert's Rules of Order, shall govern the procedure of the Business Meeting. The President shall appoint a Parliamentarian who shall explain voting rights and procedures. Twenty-five percent of the voting membership present at the Annual Business Meeting shall constitute a quorum for the transaction of business of CAPP. Proxy voting will not be permitted.
2. The Order of the CAPP Business Meeting shall be as follows:
  - a. Reading and/or approval of minutes of the previous meeting. Reading of the minutes may be dispensed with if copies of the minutes have been distributed to members prior to the meeting.
  - b. Report of the Treasurer
  - c. Report of the Vice Presidents
    - (1) Second Vice President
    - (2) Third Vice President
  - d. Report of APPA Representatives
    - (1) Senior Representative
    - (2) Junior Representative
  - e. Report of the Membership Chair
  - f. Report of Newsletter Editor

- g. Report of the Professional Development Co-Chairs
- h. Report of the Information Services Chair
- i. Reports of the Special Committees and Task Forces
- j. Unfinished Business
- k. Report of outgoing President and passing of gavel.
- l. New Business
  - (1) Election of Officers
  - (2) Appointment of committee members by incoming President.
  - (3) Any other business or discussion from the floor.
  - (4) Adjournment

F. *Annual Report*

The Annual Report is the current reference document for use by members and is a permanent record of the activities of CAPPa for the year. It shall include the following minimum contents:

1. All available program presentations from the Annual Meeting.
2. Lists of members and guests attending the Annual Meeting.
3. A photographic record of the Annual Meeting.
4. Official minutes of all Business Meetings.
5. Names of members serving on the CAPPa Executive Committee, APPA offices, and on APPA boards and committees.
6. A list of awards recipients.
7. A list of scholarship recipients.
8. CAPPa Membership Application Form.
9. An annual financial report.
10. A report of significant events of the year, such as seminars, special publications, etc.

11. A current membership list.
12. List of Past Presidents and meeting sites.

## ARTICLE VI. FINANCES

### A. *General Fund*

1. All income from membership dues and all income from other sources shall be deposited in the general fund of CAPPa and shall be available to pay the expenses of CAPPa as provided herein.
2. The Executive Committee may accept on behalf of the Association any contributions, gifts, bequests, or devices for the general purpose of or for any special purpose of the Association.

### B. *Bonds and Audits*

The Executive Committee shall provide for all fiscal arrangements and may require audits and/or bonds for officers of CAPPa charged with handling funds.

### C. *Publications*

1. The Annual Report shall be published, and/or electronically produced, and distributed prior to the next Annual Meeting.
2. The Executive Committee shall authorize the printing and distribution of any material that may be of value to the members and shall authorize the payment of such printing and distribution.

### D. *Fiscal Year*

The CAPPa fiscal year shall extend from April 1 through March 31.

## ARTICLE VII. COMMITTEES AND APPOINTIVE POSITIONS

### A. *Executive Committee*

The Executive Committee shall be constituted as provided in Article IV, A. Administrative Organization.

### B. *Membership Committee*

The Membership Committee (except the Chair) shall be appointed within thirty (30) days of the CAPPa Annual Meeting by the incoming President. The committee shall consist of at least one representative from each state or province in the CAPPa region. The committee members shall be

members of CAPPa shall serve a one year term beginning and ending on the last or closing day of the CAPPa Annual Meeting, may be re-appointed, and may serve more than one term.

C. *Professional Development Committee*

The Professional Development Committee (except the Co-Chairs) shall be appointed to provide support to the Professional Development Co-Chairs and the educational needs of the membership, within thirty (30) days of the CAPPa Annual Meeting by the incoming President. The committee should consist of at least one representative from each state or province in the CAPPa region. The committee members shall be members of CAPPa shall serve a one year term beginning and ending on the last or closing day of the CAPPa Annual Meeting, may be re-appointed, and may serve more than one term.

D. *Awards Committee*

The Awards Committee members shall be appointed within thirty (30) days of the CAPPa Annual Meeting by the incoming President. The committee shall consist of no less than three members. The Immediate Past President will automatically serve as Chair of the committee. The Newsletter Editor and the CAPPa Representative to the APPA Awards Committee will automatically serve as members of the committee. The committee shall select the recipients of the Distinguished Member Awards, the Certificates of Meritorious Service, and Newsletter Award, as described by the Bylaws, Article VII. The committee members shall serve a one-year term beginning and ending on the last or closing day of the CAPPa Annual Meeting, may be re-appointed, and may serve more than one term. The committee shall assist the CAPPa Award Committee representative to APPA in the recommendation of APPA awards.

E. *Information Services Committee*

The Information Services Committee (except the Chair) shall be appointed within thirty (30) days of the CAPPa Annual Meeting by the incoming President. The committee shall consist of one representative from the Membership and Professional Development Committees, the Newsletter Editor, Historian, and two individuals from the CAPPa membership at large. The committee members shall be members of CAPPa shall serve a one year term beginning and ending on the last or closing day of the CAPPa Annual Meeting, may be re-appointed, and may serve more than one term. The committee shall promote the free flow of information and communication within the CAPPa community;

F. *Nominating Committee*

The Nominating Committee (except the Chair) shall be appointed at the CAPPa Annual Meeting by the incoming President. The committee shall consist of no less than three members. The committee members shall be members of CAPPa shall serve a one year term beginning and ending on the last or closing day of the CAPPa Annual Meeting, may be re-appointed, and may serve more than one term. The committee is charged with recommending candidates for all elected offices in CAPPa and APPA.

G. *Finance Committee*

The Finance Committee shall be appointed within thirty (30) days of the CAPPAs Annual Meeting by the incoming President. The committee shall consist of the Chair, one representative from the Professional Development Committee, one representative from the Membership Committee, one representative from the Information Services Committee and two (2) representatives from the membership at large; the Treasurer shall be an Ex-Officio member. The two (2) representatives from the membership at large shall be recommended to the President by the Treasurer. The President shall appoint a Chair from the membership of the committee. The Finance Committee is charged with recommending to the Executive Committee such financial policies and procedures as deemed appropriate and shall oversee the management of all CAPPAs funds.

H. *Business Partner Liaison Committee*

The Business Partner Liaison Committee (except the Chair) shall be appointed within thirty (30) days of the CAPPAs Annual Meeting by the incoming President. The committee shall consist of the President as Chair, the First Vice President, Second Vice President, Third Vice President, Treasurer, CAPPAs Event Planner (if one is under contract) and a minimum of four CAPPAs Business Partners. Business Partners shall be appointed by the President, serve a two-year term and be eligible for re-appointment to serve a maximum of four years. The Business Partner Liaison Committee is charged with providing the Executive Committee and CAPPAs Business Partners feedback, recommendations and support to fulfill the objectives of the organization.

I. *Committee and Task Force Meetings and Budgets*

1. With the exception of the Executive Committee, Committees and Task Forces should meet by electronic means, during the Annual Technology Conference, or during the CAPPAs Annual Meeting. The Executive Committee must approve any additional meetings requiring expenditures outside the parameters noted herein;
2. Committee or Task Force Chairs shall provide the President a written budget for review and approval a minimum of thirty days prior to the mid year and annual executive committee meetings for submittal to the Treasurer for any activity regarding expenditure of funds prior to obligations of any funds.

## ARTICLE VIII. AWARDS

To recognize exceptional contributions to CAPP A and to the physical plant profession, four types of annual awards are established and may be presented in an appropriate ceremony at the Annual Meeting. The Awards are: The Distinguished Member Award, the Certificate of Meritorious Service, the Newsletter Award, and the President's Award.

### A. *Selection Procedures*

1. Distinguished Member Award and Certificate of Meritorious Service.
  - a. The composition of the Awards Committee, criteria for selection of recipients, and request for nominations from members will be publicized in the first CAPP A Newsletter following the Annual Meeting.
  - b. Nominations shall be submitted to the Chair of the Awards Committee not later than July 15.
  - c. The Awards Committee will make and report selections to the President not later than August 1.
  - d. The President will take one of the following two actions on the report of the Awards Committee:
    - (1) Approval.
    - (2) Return to the Awards Committee with specific recommendations for reconsideration.
  - e. Upon approval, the President will have awards prepared for presentation at the Annual Banquet.
  - f. Members of the Executive Committee and the award recipients will be informed of the results of the Awards Committee selection; however, the identity of recipients will not be disclosed to the general membership prior to the presentation ceremony.
2. Newsletter Award
  - a. The Awards Committee, constituted as described in Article VI.C., will select the recipient(s) of the Newsletter Award(s).
  - b. Following publication of the last newsletter prior to the Annual Meeting, the committee will make the selection from all articles in the newsletters published since the previous Annual Meeting.
  - c. After selection is made by the Awards Committee, the selection will be processed as with the Distinguished Member Award and Certificate of Meritorious Service.

3. President's Award

The award is given at the discretion of the current President.

B. *Selection Criteria*

1. *Distinguished Member Award*

- a. The highest award of CAPPa is awarded for singularly outstanding service to CAPPa over a substantial time period and/or for exceptional contributions to the physical plant profession. The Distinguished Member Award will be for greater service and contributions, generally over a longer time period than considered for the Certificate of Meritorious Service.
- b. Eligibility is limited to Institutional Representatives, Associates, and Affiliates of CAPPa.
- c. A maximum of two awards may be presented each year.
- d. The Distinguished Member Award may be presented only once to any individual
- e. Selections of recipients will be based on the following criteria, listed in relative order of priority.
  - (1) Service in the administration of CAPPa in either elective or appointive offices.
  - (2) Service to the membership and contributions to the profession through writings, service on faculties of educational events of CAPPa, APPA, state organizations, and other professional organizations.
  - (3) Service in the organization and administration of state or other chapter organizations.

2. *Certificate of Meritorious Service*

- a. Certificates will be presented for special contributions to CAPPa or to the physical plant profession.
- b. Eligibility is open to all categories of affiliation within CAPPa - Institutional Representatives, Associates, Affiliates, Business Partners, Emeritus, Retired, and Honorary members, and such additional categories as may be established in the future. By special authorization of the Executive Committee, certificates may be presented to any other person.
- c. A maximum of three certificates may be presented each year except by special authorization of the Executive Committee.

- d. There is no limitation on the number of times this award may be presented to any individual, including to recipients of the Distinguished Member Award, provided subsequent awards are based on new criteria which were not considered in previous presentations of the Certificate of Meritorious Service or the Distinguished Member Award.
  - e. Selections of recipients will be based on the following criteria, listed in relative order of priority.
    - (1) Service in the administration of CAPPa in either an elective or appointive office.
    - (2) Service to the membership and contributions to the profession through writings, service on faculties of educational events of CAPPa, APPa, state organizations, and other professional organizations.
    - (3) Service in the organization and administration of state or other chapter organizations.
2. *Newsletter Award*
- a. The recipient will be the author of the article selected as that which best promotes the purposes of CAPPa and/or best makes a contribution to the physical plant profession.
  - b. Articles considered can be in any of the broad spectrums of the profession, including personnel administration, business management, engineering, leadership and motivation, or in the administration and functioning of CAPPa or APPa, or their related activities. Emphasis will be given to originality and content.
  - c. Eligibility is open to all categories of affiliation with CAPPa - Institutional Representative, Associates, Affiliates, Business Partners, Emeritus, Retired, Honorary Members, and such additional categories as may be established in the future. By special authorization of the Executive Committee, the award may be presented to any other person.
  - d. Only one award may be presented each year to a member, and one to a Business Partner.
3. *President's Award*
- a. The President will award the President's Award to individuals who have demonstrated exceptional achievement in facilities management and who have made outstanding contributions to CAPPa.
  - b. The award is given at the discretion of the current CAPPa President.
  - c. There is no limitation on the number of times this award may be presented to any individual, including to recipients of the Distinguished Member Award, provided subsequent awards are based on new criteria which was not considered in previous

presentations of the Certificate of Meritorious Service or the Distinguished Member Award.

## ARTICLE IX. SCHOLARSHIPS

One or more scholarships may be given each year to individuals who show potential for advancement in the physical plant profession. The scholarships will be for institutes, seminars, or meetings for educational achievement in the physical plant profession, and shall include registration and lodging.

### A. *Annual Scholarships*

One scholarship annually will be designated for each of the following:

Rex O. Dillow Scholarship

Neil Morgensen Scholarship

Lee Newman Scholarship

Two scholarships funded by APPA for the APPA Institute of Facilities Management will be designated as the:

Charles W. Jenkins Scholarship

### B. *Other Scholarships*

The Executive Committee may provide other CAPPAs or APPA scholarships at its discretion.

### C. *Selection*

Selection of scholarships shall be governed by the Executive Committee.

### D. *Selection criteria for scholarships.*

1. The applicant shall demonstrate a genuine interest in CAPPAs by being a member for two consecutive years.
2. It is preferred that the applicant's institution is a member of APPA.
3. The applicant shall occupy a minimum position of a first-line supervisor and is expected to move into a position of greater responsibility or authority in the management of facilities for higher education, technology, or PK-12.
4. It is desirable that the applicant has published at least one professional paper in a CAPPAs, APPA, or other facilities management publication.

5. Final selection will be based on the following candidate qualification considerations:
  - a. APPA membership.
  - b. Years of experience in facilities.
  - c. Supervisory/Professional level.
  - d. Education.
  - e. Size of Institution.
  - f. Article in publication within previous 36 months.
  - g. Personal presentation within previous 36 months.

#### ARTICLE X. SUBGROUPS

- A. To broaden the effectiveness of CAPP, state sub-organizations are encouraged to affiliate with CAPP. Through this affiliation, the maintenance of the high standard and purposes of CAPP can be spread through the physical plant departments of all institutions of higher education or allied systems.
- B. To allow and provide for the affiliation, state subgroups may be organized and governed by the following criteria:
  1. The purpose, intent, objectives and goals shall be consistent with the framework of CAPP;
  2. The boundary of such subgroups shall be the geographical limits of each state, province or territory within the region;
  3. The organizational structure of the affiliated state subgroup shall be autonomous. The Constitution, Bylaws, chapter business, funds, dues, membership and tax exempt status shall be administered and regulated by the local state subgroup.
  4. The affiliated state subgroup shall not have an elected representative to CAPP. Representation to CAPP shall be by voluntary individual affiliation only;
  5. Members of state subgroups may:
    - a. Upon request and approval of the Executive Committee, receive the CAPP Newsletter;
    - b. Upon written request, receive a copy of the most recent CAPP Annual Report, if extra copies are available.

- c. Attend the CAPPAs Annual meeting as a non-voting guest, upon payment of required registration.

#### ARTICLE XI. PROFESSIONAL AFFILIATION

To broaden the effectiveness of CAPPAs and for the professional enhancement of its members, CAPPAs may at the direction of the Executive Committee exchange professional information, publications, etc. with other professional organizations or affiliations.

#### ARTICLE XII. AMENDMENTS

- A. These By-laws of the Association may be amended, altered, changed, added to, deleted from, or repealed by the affirmative vote of the majority of the institutional representatives, associate and affiliate voting members present at the annual business meeting. Recommended amendments should be approved by the Executive Committee in advance of the Annual Business Meeting.
- B. The Secretary may make minor changes to the Bylaws to correct spelling and grammatical errors provided such changes do not alter the meaning of the Bylaws and are approved by the Executive Committee at its next regular meeting.
- C. The Secretary shall send a copy of all approved changes to the articles of incorporation or by-laws to the APPA office within thirty (30) days of adoption.