

Bylaws of the Virginia Chapter of the Council of Educational Facility Planners, International (CEFPI)

Bylaws

The Virginia Chapter of CEFPI bylaws were last amended on February 22, 2011 in Roanoke, VA.

VIRGINIA EDUCATIONAL FACILITY PLANNERS BY-LAWS

Adopted February 21, 1995, at Blacksburg, Virginia
Amended February 27, 1996, at Blacksburg, Virginia
Amended February 25, 1997, at Blacksburg, Virginia
Amended February 24, 1998, at Blacksburg, Virginia
Amended February 24, 2004, at Roanoke, Virginia
Amended February 28, 2006, at Roanoke, Virginia
Amended March 4, 2008, at Roanoke, Virginia
Amended February 22, 2011 at Roanoke, Virginia

INTRODUCTION

The Virginia Chapter of CEFPI (hereinafter referred to as “Chapter”) is a Non-Profit Organization made up of individuals whose professional activities involve a responsibility of one or more of the following areas: planning, designing, constructing, equipping, administering and/or maintaining the physical environment of education. The Chapter seeks to further the goals of education by providing services, activities, and knowledge related to the development of superior educational facilities.

The purpose of this Chapter shall be to assist CEFPI and the Region in implementing their programs, to serve as a vehicle for the local activities of CEFPI and the Region, and to provide a forum for members of the Chapter to meet and discuss matters of common interest and concern.

These bylaws supplement the bylaws of the parent organization, which is the Council of Educational Facility Planners, International and the bylaws of the Southeastern Region of the CEFPI. This supplement contains the official bylaws of the Virginia Chapter of CEFPI.

ARTICLE 1. NAME

1.1 The name of this Chapter shall be the Virginia Chapter of CEFPI

ARTICLE 2. MEMBERSHIP

- 2.1 Any member in good standing of the Council of Educational Facility Planners, International (CEFPI) whose residence and/or place of business is in Virginia shall automatically become a member of this Chapter. No additional dues are collected by the Chapter.
- 2.2 Membership in the Virginia Chapter of CEFPI shall be open to all educational planners and individuals and/or Corporations/Institutions providing educational facility-related services in Virginia.
- 2.3 Individual members in good standing are entitled to one vote for all Chapter business and elections. Representatives of Corporations/Institutions that are members in good standing are entitled to the same privileges as individual members.

ARTICLE 3. GOVERNANCE

BOARD OF DIRECTORS

- 3.1 The governing body of the Virginia Chapter of CEFPI shall be called the Board of Directors.
- 3.2 The Board of Directors shall consist of the officers and six members at large elected from and by the general membership. Directors shall serve three year overlapping terms. Two board members shall be elected each year by the membership. Following the three year term, each at-large member shall serve a one year term in the general membership before being eligible for election for a new term.
- 3.3 The Board of Directors shall serve as the nominating committee and present a slate of nominees for each vacant position. Nominations for board members may also be made from the floor at the annual meeting. The board members shall be elected and officers confirmed at the annual meeting. In case of vacancies created by the resignation of a Board member, the President shall appoint someone from the general membership to complete the unfulfilled term.

OFFICERS

- 3.4 The officers shall be the President, President-Elect, Vice President, Immediate Past-President, Secretary, and Treasurer. The President, President-Elect, Vice President and Past-President shall serve one year terms. The Vice President shall automatically succeed to the office of President-Elect, President-Elect shall automatically succeed to the office of President and President shall automatically succeed to the office of Past-

President. The Secretary and Treasurer shall serve three year terms. Officers shall be elected by the Board of Directors from the membership-at-large. In the case of a vacancy created by the resignation of an officer, the President shall appoint a member of the Board of Directors to complete the unfulfilled term.

- 3.5 The President shall be an ex-officio member of all committees. The Chapter duties of the President shall include, but not be limited to, the following:
- a. When present, preside over all Chapter and Board of Directors meetings.
 - b. Supervise Chapter activities.
 - c. Complete annual report and officers list.
 - d. Report to CEFPI headquarters the treasurer's report and documentation of Chapter meetings, activities, and calendar.
 - e. Appoint special committees and appoint persons to fill premature vacancies to the Board.
 - f. If possible, attend Regional and International Conferences during his/her term in office.
- 3.6 The Chapter duties of the President-Elect shall include, but not be limited to, the following:
- a. Assist the President with programming and conference planning.
 - b. Serve as President during the absence of the President or at such times as requested by the President.
 - c. Coordinate Mid-Year Conference.
- 3.7 The Vice President shall assist the President and President-Elect as needed.
- 3.8 The Secretary shall serve a three-year (3) term and Chapter duties shall include, but not be limited to, the following:
- a. Have custody of, and maintain, all of the organization's meeting minutes.
 - b. Shall record and distribute the minutes of all meetings of the members and the Board of Directors.
 - c. Shall send notices of all meetings, and shall perform other duties as requested by the President.
- 3.9 The Chapter duties of the Past-President shall include, but not be limited to, the following:
- a. Serve as the Chapter Director on the CEFPI-SE Regional Board of Directors and represent the Chapter for a term of one year.

- b. Assist the President and Membership Chairperson as needed.
- 3.10 The Treasurer shall serve a three-year (3) term and Chapter duties shall include, but not be limited to, the following:
- a. Shall maintain, all the organization's financial records. Custody of records resides with CEFPI headquarters.
 - b. Shall receive all monies paid to the organization and shall be responsible to forward the funds to CEFPI for credit to the organization's account.
 - c. Shall direct disbursement of funds, via CEFPI-drawn checks, only at the direction of the Board.
 - d. Shall submit a statement of financial position to the membership at each Chapter meeting.
 - e. Shall coordinate with the Director of Operations at CEFPI headquarters to execute all financial transactions needed for the orderly operation of the State Chapter's finances.
 - f. Shall perform other duties as requested by the President.
- 3.11 The Officers and members of the Board of Directors shall be members in good standing of the Council of Educational Facility Planners, International.
- 3.12 The duties and responsibilities of all Chapter officers begin at the close of the annual Chapter meeting/conference. Chapter officers and board members are recognized by CEFPI at the conclusion of the international conference.
- 3.13 The Chapter shall elect a member, who is an active CEFPI member, to serve as the State Director on the CEFPI SE regional Board of Directors for a term of three years. This position shall be a non-voting ex officio member of the Board of Directors for their three-year (3) term.
- 3.14 The Chapter shall elect a member, who is an active CEFPI member, to serve as Alternate State Director in the event of a vacancy or an absence of the State Director during their term in office. This is a non board position unless fulfilling the duties as alternate for the State Director.
- 3.15 The Chapter shall appoint a board member to serve as the Chapter Membership Chairman to work with the regional membership committee in support of CEFPI growth and membership.

ARTICLE 4. MEETINGS

- 4.1 The Chapter shall hold an annual business meeting each year in conjunction with a facilities conference. Any other meetings may be called by the Board of Directors.
- 4.2 The place of the annual business meeting shall be designated by the Board of Directors.
- 4.3 A simple majority of members in attendance at the business meeting shall constitute a quorum to conduct the organization's business.

ARTICLE 5. OPERATING EXPENSES

- 5.1 The organization shall be financed through registration fees at each annual conference.
- 5.2 The Board of Directors shall determine the schedule of fees and assessments and shall notify the members of any changes in the schedule.
- 5.3 Expenses for registration to the regional and international conferences shall be reimbursed by the Chapter for the Chapter President/Director and State Director.

ARTICLE 6. COMPENSATION

- 6.1 The Board of Directors of the organization shall serve without compensation.

ARTICLE 7. AUDITING

- 7.1 All audits shall be the responsibility of CEFPI headquarters. The State Chapter Treasurer will provide copies of state records to CEFPI periodically (at least quarterly) for verification of local records with national records.
- 7.2 The fiscal year shall coincide with the term of Chapter officers.

ARTICLE 8. BYLAW AMENDMENT

- 8.1 These bylaws may be amended by submitting a proposal in writing to the Board of Directors no less than 30 days prior to the annual business meeting. The Board of Directors shall duplicate the proposed amendment for distribution to the members at the annual business meeting with recommendation(s). The proposal for consideration shall be placed on the agenda and approved or rejected by a 2/3 vote of the members entitled to vote, who are present at the annual business meeting.

POLICY SECTION

Virginia Chapter of the Council of Educational Facility Planners, International

The following policies were adopted in 2004. The Board of Directors voted to affirm these policies, by vote of the general membership, at their annual business meeting February 23, 2004, during the annual conference in Roanoke, Virginia. The policies were revised February 22, 2011 at the annual business meeting in conjunction with revised bylaws.

1. Established the "Virginia Educational Planner of the Year" (POY) to be given annually. Nominations are solicited from the general membership and forwarded to the selection committee. The selection committee will be chaired by the Past-President and composed of a Board Member and previous POY winners. If the person recognized is a member in good standing of CEFPI, their name will be forwarded to the Southeast regional "Thomas Morgan SE Planner of the Year Award".
2. The Virginia Chapter of CEFPI will endeavor to have a Department of Education representative on the Board of Directors who shall oversee the architectural exhibits and awards program each year.