

BYLAWS

VIRGINIA EDUCATIONAL FACILITY PLANNERS

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

Introduction

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 Educational Facility Planners, or VEFP.

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 VEFP 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 VEFP 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 ~~members present~~membership. Following the three year term, each ~~at-large board~~member ~~and officer~~ 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 ~~officers and~~ board members may also be made from the floor at the annual meeting. The ~~officers and 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, Immediate Past-President, Secretary, and Treasurer. The President, President-Elect, and Past-President shall serve one year terms. The 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.
- ~~g. Serve as the Chapter Director on the CEFPI-SE regional Board of Directors and represent the chapter for a term of one year.~~

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.

3.7 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.

3.8 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.

~~3.8-9~~ The Treasurer shall serve a three-year (3) term and Chapter duties shall include, but not be limited to, the following:

- a. Shall have custody of, and maintain, all the organization's financial records.
- b. Shall receive all moneys paid to the organization and shall be responsible to deposit the funds in the organization's account.
- c. Shall disburse funds only at the direction of the Board.
- d. Shall submit a statement of financial position to the membership at each chapter meeting, and submit quarterly reports and an annual audit report to CEFPI headquarters at the end of each fiscal year.
- e. Shall perform other duties as requested by the President.

~~3.9 In case of vacancies on the Board of Directors, the President shall appoint someone from the general membership to complete the unfulfilled term. The President shall appoint a member of the Board of Directors to complete the unfulfilled term of an officer.~~

3.10 The Officers and members of the Board of Directors shall be members in good standing of the Council of Educational Facility Planners, International.

3.11 The ~~terms-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.

3.12 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 term.

3.13 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.

3.14 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 Virginia Chapter shall hold an annual meeting each year in conjunction with a facilities workshop. Any other meetings may be called by the Board of Directors.

4.2 The place of the annual 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 meeting.

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 Officers of the organization shall serve without compensation.

ARTICLE 7. AUDITING

7.1 The books, accounts and records shall be audited after each year by a duly qualified accountant or by three members of the organization appointed by the President for this purpose at the annual meeting.

7.2 The audit shall be done within 60 days after the close of the fiscal year and a report shall be distributed to all members prior to or at the next annual meeting.

7.3 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 meeting. The Board of Directors shall duplicate the proposed amendment for distribution to the members at the annual 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 meeting.

POLICY SECTION

Virginia Educational Facility Planners 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 regular meeting February 23, 2004, during the annual conference in Roanoke, Virginia.

- ~~4. Established the "Virginia Educational Planner of the Year" 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 State Director for Virginia and composed of previous POY winners. other appointed CEFPI non-board members. If tThe person recognized is a member in good standing of CEFPI, their name as the Virginia Educational Planner of the Year will be forwarded to the Southeast regional "Thomas Morgan SE Planner of the Year Award". ~~To advance to southeast region "Thomas Morgan SE Planner of the Year Award" the candidate must be a CEFPI member.~~~~

~~2.1. _____~~

~~Factors to be considered in the selection of Virginia's Planner of the Year~~

- ~~1. An individual's over all strength in comprehensive education planning; planning may include, but is not exclusive of the following; creation of educational specifications, capital improvement planning, rezoning and attendance boundary planning, site acquisition, facility design, and community involvement.~~
- ~~2. An individual's unique and innovative approach to educational planning that has resulted in a positive impact on learning.~~
- ~~3. An individual's contribution and involvement in CEFPI. (Membership in CEFPI _____ is _____ not _____ a _____ requirement).~~
- ~~4. An individual's strength of references supporting nominee's contributions to educational facility planning and design throughout Virginia.~~

- ~~2. _____ The Virginia Educational Facility Planners 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.~~
- ~~5. An individual's contributions beyond those described above that have produced a positive impact on learning.~~

~~The Virginia Educational Facility Planners will endeavor to have a Department of Education representative on the Board of Directors.~~