

DVAPPA: CONSTITUTION AND BY-LAWS

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DOCUMENTED REVISIONS

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Constitution of the Delaware Valley Chapter of the Eastern Region Association of Higher Education Facilities Officers (ERAPPA)

NAME

The name of this organization shall be Delaware Valley Chapter of the Eastern Region Association of Higher Education Facilities Officers, hereinafter referred to as the Chapter.

PURPOSES

The purposes of the Chapter are:

1. To promote common interests in the administration, maintenance, operation, planning and development of educational facilities.
2. To foster professional ideals and standards.
3. To better serve the objectives of educational institutions in the geographic areas of central/eastern Pennsylvania, western New Jersey and Delaware.
4. To aid and supplement the work of the Association of Higher Education Facilities Officers, hereinafter referred to as APPA.

The Delaware Valley Chapter is organized and operated exclusively for charitable and educational purposes within the meaning of Sections 501 (c) (6) of the Internal Revenue Service code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributed 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 here in above stated).

No substantial part of the activities of the organization shall be 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.

ADMINISTRATIVE ORGANIZATION

Officers

The Officers of the Chapter shall consist of a President, Vice President, Secretary and Treasurer.

Board of Directors

1. The Board of Directors of the Chapter shall consist of the following positions: President, Vice President, Secretary and Treasurer as elected by the membership; the Immediate Past President and Past President; and the following positions appointed by the President and approved by the Board of Directors: Member-at-Large for Professional Development, Member-at-Large for Membership, Member-at-Large for

Technology and Communication and Business Partner Liaison to the Board of Directors.

- Only the elected positions, the Immediate Past President, Past President and each Member-at-Large position will be allowed to vote on motions brought before the Board of Directors.
 - Standing appointments to the Board of Directors is the decision of the current President and is approved by the current Board of Directors. The current President can appoint individuals at their discretion.
2. The President, Vice President, Secretary, and Treasurer shall hold their respective positions on the Board of Directors.
 3. No more than two (2) member of the Board of Directors shall be from the same institution, unless extenuating circumstances requires it.
 4. All members of the Board of Directors must be active members of the Chapter.

Elections

1. All Officers shall be elected via an electronic ballot sent out to the institutional representative with the majority of votes cast determining results of the election.
2. Electronic ballots will be sent out in April of an election year.
3. All Officers shall be installed as the last order of business at the June (“Spring”) Meeting.
4. Each Officer shall hold office for a period of two (2) years. Other than the Treasurer, who can serve two consecutive terms, officers are not eligible to serve in the same position for consecutive terms.

BY-LAWS

The Chapter, at any scheduled meeting, may adopt or amend any By-Laws, consistent with the provisions of the Constitution, by majority vote cast by the voting institutions present except where a greater majority is required by the By-Laws.

REGULAR MEETING

1. The Chapter shall meet three (3) times in each year; normally in the months of October, February and June at a member institution selected by the Vice President.
2. No member institution shall host more than one meeting every two (2) years.
3. When the location has been selected, the Vice President shall notify that institution. This institution shall then establish a program for the meeting in conjunction with the Board. The Vice President will act as liaison between the Board and host institution.
4. Each year, based on the interest of the membership and the current economic environment, a “Spring Retreat” will be held. The retreat will typically occur in the month of April.

QUORUM

A quorum for transaction of business of the Chapter at any regular meeting or through electronic balloting shall consist of twenty (20) percent of the voting institutions.

VOTING

1. Each Member Institution in good standing shall be entitled to one (1) vote regardless of the number of members representing the institution. At any meeting each school having more than one (1) member present shall select one (1) member as spokesperson for the institution. He/she shall cast all votes, make any official statements, and seek recognition from the chair for the institution.
2. When so specified by the Board of Directors, a question or motion before the Board may be referred to the membership in writing (via email or electronic ballot) with votes returned either by email or submission of the electronic ballot. In either event, the date of the vote shall be not less than thirty (30) days from the date of submission of the question/motion.

AMENDMENTS

Any and all articles, sections or paragraphs of this Constitution may be replaced or amended by a vote of two-thirds of the Member Institutions, currently in good standing with the Chapter, taken thirty (30) days after a notice of the proposed amendment is given in writing.

CHAPTER MEMBER INSTITUTIONS

Academy of the New Church
Alvernia University
Bryn Mawr College
Bucknell University
Cabrini College
Cedar Crest College
Chestnut Hill College
Community College of Philadelphia
Delaware College of Art & Design
Delaware Valley College
Drexel Health Science Campus - Ops
Drexel University
East Stroudsburg University
Eastern University
Eastern University - 3 Falls Center
Gwynedd-Mercy
Haverford College
Immaculata University
Lafayette College
LaSalle University
Lehigh University
Longwood Gardens
Luzerne County Community College
Messiah College
Milton Hershey School
Moore College of Art
Moravian Academy
Moravian College
Muhlenburg College
Pennsylvania College of Optometry
Philadelphia University
Rider University
Rowan University
Salus University
St. Joseph's University
Swarthmore College
Temple University
University of Delaware
University of Penn Morris Arboretum
University of Pennsylvania - Ops
University of Pennsylvania/SEAS
University of Pennsylvania-University Life
University of Scranton
Ursinus College
Villanova University

West Chester University
Westtown School
Widener University

By-Laws of the Delaware Valley Chapter of the Eastern Region Association of Higher Education Facilities Officers (ERAPPA)

MEMBERSHIP

Member Institutions of the Chapter shall be institutions eligible to hold any level of membership in APPA.

Participants shall be administrators of Facilities or Physical Plant Departments engaged in operations, maintenance, engineering, construction, planning and development, or other related functions at eligible member institutions.

Classifications of Members

1. Member: An institution that meets the requirements of membership as defined above.
 - Institutional representative: Designated individual representing a member institution.
 - Associate Member: An individual employed at a member institution that meets the requirements of membership as defined above.
2. Emeritus: A status that may be granted or revoked by the Board of Directors to institutional representatives who, upon retirement, had a minimum of five (5) years of service in the Chapter.
3. Honorary Member: A status that may be granted or revoked by the Board of Directors to individuals who have retired from an institution that meets the requirements of membership as defined above.
4. Business Partner: Non-voting individuals, organizations, manufacturers or suppliers of goods and/or services operating for profit and ascribing to the policies and purposes of the Chapter and wish to support the activities of the Chapter. All Business Partners are subject to approval by the Board of Directors
 - Admittance to this category of membership shall not be construed as endorsement of the Business Partner or the services provided, actual or implied, by the Chapter.
 - Attendance at chapter events is limited to two (2) per company at any one time. Attendance of the same two (2) people at each function is not required.

Eligibility for Membership

1. Institutions in central/eastern Pennsylvania, western New Jersey, and Delaware meeting the requirements of membership as defined above are eligible. Attendance at a regular meeting and payment of annual dues constitutes membership in the Chapter. Institutional membership shall be retained as long as an institution is current with annual dues.
2. Participation in the Chapter shall be limited to the administrators in the Facilities or Physical Plant Department engaged in operations, maintenance, engineering, planning, repair, construction or other related functions at eligible member institutions.
3. There shall be no limitation on the number of participants from a member institution. Guests are welcome.

Rights and Privileges

1. Institutional Member: Representatives of member institutions in good standing shall be entitled to all rights and privileges of the Chapter, the right to vote on all questions, to hold office and to receive copies of the minutes, reports and publications of the Chapter.
2. Associate Member: Employee of member institutions who shall be entitled to certain rights and privileges of the Chapter, i.e. to hold office and to receive copies of the minutes, reports and publications of the Chapter.
3. Emeritus Member: Shall be entitled to attend all meetings, without payment of the annual dues, to engage in discussions and to receive copies of the minutes, reports and publications of the Chapter.
4. Honorary Member: Shall be entitled to attend all meetings (must pay annual dues), to engage in discussions and to receive copies of the minutes, reports and publications of the Chapter.
5. Business Partner: Shall be entitled to attend all meetings (must pay annual dues), to engage in discussions and to receive copies of the minutes, reports and publications of the Chapter. Shall not be eligible to vote.
6. Voting: Only member institutions whose dues for the current year have been paid shall be eligible to vote. The institutional representatives shall cast all votes for each member institution. When an institutional representative is not present an associate member designator shall be spokesperson.
7. Dues: Shall be established by the Board of Directors. Annual dues shall be assessed for the administrative year (July 1 to June 30).
8. Guests: Representatives of an institution that are not a member or not eligible for membership in the Chapter and representatives of an institution that are members, but who are personally not eligible, may attend as guests.

Termination of Membership

1. At each Board of Directors meeting, the Treasurer shall provide a list of member institutions that have not paid annual dues or attended a meeting in one (1) year. The Board shall vote on terminating their membership; and, if so voted, shall instruct the Secretary to inform the member institution.
2. Membership may be reinstated by attending a regular meeting and paying the annual dues.

FINANCES

Funds

All Funds of the Chapter shall come from annual dues, meeting fees, hosting of the ERAPPA Annual Meeting, special assessments and ~~any~~ other revenues. The Treasurer, or their representative, shall collect all annual dues, meeting fees, etc., and after paying all expenses, deposit any remaining funds in the Chapter account.

Accounting

The Treasurer shall be responsible for all funds of the chapter and shall not be required to post bond. He or she shall collect and disburse all funds and maintain accounts which may be called for at any time. The Board of Directors shall provide for audits of accounts as may be required.

OFFICERS OF THE CHAPTER

President

1. Is the executive officer of the Chapter and the President of the Board of Directors. He/she shall preside over all meetings of the Chapter and of the Board of Directors.
2. Shall be responsible for the general supervision and direction of the affairs of the Chapter. If an issue arises between Board meetings that is not covered by the Constitution or the Bylaws and requires timely action, he/she shall have the authority to make a decision. The President shall report the issue and action taken at the next Board meeting. The Board shall determine whether to place the matter before the membership for further discussion/action.
3. Shall represent the Chapter, or appoint a representative, at conferences, meetings and ceremonies to which the Chapter is invited and should have representation.
4. Shall represent the Chapter, or appoint a representative, at social functions held by institutions and business partners such as open houses, anniversary parties and funeral services.
5. It is customary for the president to pay for incurred expenses not normally billed to the Chapter (i.e. board dinners) and receive reimbursement from the Treasurer.
6. Acts as host of the Spring Retreat, recruit sponsors and work with the event planner to plan the retreat.

Vice President

1. Assist the President and carry out duties assigned by the President or the Board of Directors.
2. Assume the duties of the President when the President is absent for any reason or if the post becomes vacant.
3. Chairman of the Chapter's educational committee.
4. Review APPA Newsletter and other appropriate publications and report pertinent items of interest to the membership at each meeting.
5. Is an ex-officio member of all standing committees and Vice President of the Board of Directors.
6. Responsible for selecting a host for Chapter meetings and coordinating the day's schedule, including food, campus tour and the educational program with the host institution.
7. Shall perform such other duties as assigned by the President.

Secretary

1. Is responsible for recording the minutes of all Board meetings and for sending copies to board members.
2. Is Secretary to the Board of Directors.
3. Shall provide the editor of the ERAPPA Newsletter with Chapter updates.
4. Keep accurate records of attendance at chapter meetings.
5. Shall perform such other duties as assigned by the President.

Treasurer

1. Shall be responsible for receiving, dispensing and safe keeping of all funds of the Chapter. Ready funds shall be kept in a checking account and additional funds in a savings account.

2. Shall provide a financial report at each meeting of the Board. From time to time he/she shall make recommendations as to the disposition of excess funds.
3. Maintains a record of membership dues (paid and unpaid).
4. Sends membership renewal notices to all members in April. Sends reminder notices in July.
5. Shall perform such other duties as assigned by the President.

The Board of Directors

1. The Board of Directors shall have a monthly conference call/meeting to discuss Chapter related items.
2. The Board of Directors shall conduct all routine business of the Chapter, approve programs and carry out directives required by the membership.
3. The actions of the Board shall be final on all business and program matters. All questions affecting the membership, monetary matters beyond routine expenditures and constitutional matters shall be recommendations placed before the membership at the next regular meeting or through an electronic ballot.
4. The Board of Directors shall rule on questions of policy which arise between meetings. The Board shall authorize expenditures from the treasury during the period between meetings of the Chapter.
5. The Board of Directors may authorize the printing and distribution of any material of value to the members.

MEETINGS

1. The Chapter shall have three (3) meetings in each year, normally October, February and June, at a member institution selected by the Vice President.
2. Each meeting during the year shall be at a different member institution and normally is a luncheon meeting. When the member institution for a meeting has been selected, the Vice President shall notify the institution.
3. The host institution will develop a program in conjunction with the Vice President.
4. The Chapter's Technology and Communications delegate shall notify the membership of the program location, time, etc., at least thirty (30) days prior to the meeting
5. The June meeting shall be designated as the Chapter's "Business Meeting".

ELECTIONS

Nominations

1. Generally, the Vice President is nominated for President; the Secretary is nominated for Vice President; and the Treasurer is nominated for Secretary; unless unforeseen circumstances arise or the individual decides not to run for that position.
2. Nominations from the Chapter's member institutions for any elected position are accepted.
3. At the February meeting in the election year, the Secretary shall inform the membership that nominations for officers are in order. An email will also be sent out to the Chapter's institutional representatives asking for nominations for Chapter officers. Nominations shall be forwarded to the Secretary by April 1st.

4. Once nominations are closed, the Chapter's Technology and Communications delegate will prepare an electronic ballot to be sent out to the Chapter's institutional representatives.

Voting

1. Voting shall be done via electronic ballot.
2. The nominee with the majority of votes cast for each office shall be considered as elected.
3. If no candidate has a majority, or the vote is a tie, a new vote shall be taken via electronic ballot, considering only the top two (2) candidates for that office.
4. If the two (2) remaining candidates are still tied after this second vote, the new Board of Directors, less the unresolved office, shall vote, via an electronic ballot, to elect one of the two (2) candidates to fill that office.

Eligibility

1. Chapter Officers, other than the Treasurer who is eligible to hold office for two (2) consecutive terms, may not be nominated or elected to a second consecutive term in that same office. They may, however, run for a different office and hold that office for one (1) term.
2. An individual from a member institution in good standing may run for and hold any Chapter office after not serving in any Chapter office for one (1) term.
3. No more than two (2) Officers may be from the same institution, unless extenuating circumstances require it
4. When a vacancy occurs in any office on the Board of Directors or any committee, the President may, subject to the concurrence of the Board, appoint a successor for the remainder of the term. That individual may be from the same institution as the previous office holder or the same institution as another member of the Board of Directors.
5. Any member appointed to complete a term of another member, may be elected to a subsequent regular term in that office as though he or she had not served (this will not violate the prohibition of a Chapter Officer serving consecutive terms).

COMMITTEES

1. Standing Committees, typically permanent in nature, are established as to mission and size by the Board of Directors. The President shall select members of Standing Committees and appoint the Chairperson. The membership of each standing committee expires when the President's term of office expires.
2. The President shall designate such temporary committees as may be required. Upon presenting a final report, such committees automatically dissolve. The life of a temporary committee extends from one President's term to the next. The President appoints a committee member as the Chairperson.
3. The President may, with the consent of the Board, add members to Standing Committees. He/she shall fill vacancies as they occur prior to the next Board Meeting. He/she may designate additional temporary committee members and fill or not fill vacancies as he/she desires.

AWARDS

The Board of Directors may, from time to time, select individuals who have provided outstanding services, duties or assistance of the Chapter. Such individuals need not be a member of the Chapter or of APPA. The Board shall determine whether the value of such services, duties or assistance is sufficient to merit the award of a distinguished service certificate.

If it is so determined, the President shall present such award at the next regular meeting of the Chapter. The award shall be made in the name of the Chapter. The President may, or the Board may direct the President to forward a letter of appreciation for services not meriting a distinguished Service Certificate.

AMENDMENTS

1. Amendments to the Constitution or the By-laws may be proposed by the Board of Directors, or any member of the Chapter. Members shall forward proposals to the Secretary who shall present them to the Board. They shall be considered by the Board, who may reword or alter them as long as the intent is not changed, and prepare them for presentation to the membership.
2. Proposed amendments to the Constitution shall be forwarded to the member institutions so that they reach them not less than thirty (30) days prior to voting. A two-thirds vote of member institutions is necessary to approve any amendment to the Constitution.
3. Amendments to the Bylaws may be presented at any regular meeting and may be proposed from the floor. After discussion, revision, alteration or rewording, it shall be brought to a vote. An amendment to the Bylaws may be adopted by a simple majority vote except where the By-laws may require a different vote.

COMMITTEE APPOINTMENTS & RESPONSIBILITIES

Though the chapter may change how much emphasis is placed on various chapter activities, the following committees are suggested, with appointments made on an annual basis by the President.
*Implementing, monitoring and evaluating committees are the responsibilities of the President.

Nominating & Election Committee

1. Chaired by Immediate Past President.
2. Responsible for preparing a slate of competent candidates for election to chapter offices.
3. The committee should be cautious to select candidates from as wide a geographical area as possible.
4. As much as possible, use Director and Assistant Directors as nominees. They can delegate job responsibilities and have more control over their schedule than front-line supervisors.
5. When necessary, the committee also recommends candidates for filling vacant offices.

Scholarship Committee

1. Chaired by the Member-at-Large for Professional Development.

2. Responsible for identifying 3 committee members, disseminating copies of the scholarship applications to the committee and collecting and totaling the scores of each applicant.
3. The Chair should attempt to recruit committee members from various member institutions in the Chapter.
4. Responsible for updating the Scholarship Program as appropriate.

Constitution/By-Laws Committee (optional)

1. Chaired by the President.
2. Responsible for reviewing the Constitution and By-Laws, recommending changes and preparing information to explain changes to the membership.

Education Committee (optional)

1. Chaired by the Vice President.
2. Responsible for planning and making all necessary arrangements for a meaningful program presentation for each chapter meeting.
3. This process should take place over the spring and summer months so that the annual program schedule can be emailed to all members in August.

Membership Committee (optional)

1. Chaired by the Member-at-Large for Membership.
2. Responsible for identifying all potential members, disseminating information concerning the activities of the local chapter and preparing the membership directory, if needed.
3. The Committee should attempt to recruit members from all appropriate entities in the region.
4. Emphasis should also be given on encouraging APPA membership.

Officers' Duties and Responsibilities of the Delaware Valley Chapter of the Eastern Region Association of Higher Education Facilities Officers (ERAPPA)

PRESIDENT

The executive officer of the Chapter and President of the Board Directors.

1. Must be an active member of DVAPPA.
2. Serve as President for a period of two years.
3. Preside over all meetings of the chapter and be responsible for all activities.
4. Appoint members to standing and special committees.
5. Serve as an ex-officio member of all committees.
6. Arrange special committee meetings and notify those who are required to attend.
7. Act as liaison between the APPA and ERAPPA officers and directors and the Chapter.
8. Attend the ERAPPA Annual Meeting or designate someone to attend for the chapter.
9. Ensures that all information requested by ERAPPA and APPA is compiled and submitted on behalf of the Chapter.
10. Distribute the Constitution, By-Laws and other pertinent information to incoming chapter officers
11. Acts as host of the Spring Retreat, recruit sponsors and work with the event planner to plan the retreat.

VICE PRESIDENT

Vice President of the Board of Directors

1. Must be an active member of DVAPPA
2. Assume responsibility for chapter meeting programs and coordination with the host institutions.
 - a. During the month of August, distribute dates of meetings and topics to be presented for the coming year.
 - b. Introduce hosts/speakers at meetings.
3. Assume the duties of the President in the absence of the President.
4. Serve for a term of two (2) years.
5. Chairperson of the Chapter's Educational Committee.
6. Serve as an ex-officio member of all committees.
7. Shall perform such other duties as assigned by the President.
8. Be prepared to acknowledge service of the President at the final meeting of the year.
9. Review APPA Newsletter and other appropriate publications and report pertinent items of interest to the membership at each meeting.

SECRETARY

Secretary of the Board of Directors

1. Must be an active member of DVAPPA.
2. Serve for a term of two (2) years.

3. Record, prepare and present minutes of the board meetings to all members.
4. Handle all official chapter correspondence.
5. Arrange for/write articles for the regional/national newsletter(s).
6. Maintain permanent records which include at least the minutes, treasurer's reports, Constitution and By-Laws of the chapter.
7. Keep accurate records of attendance at chapter meetings.
8. Transmit appropriate records and materials to successor.
9. Serve on committees and perform other duties as assigned by the President.

TREASURER

Treasurer of the Board of Directors

1. Must be an active member of DVAPPA.
2. Serve for a term of two (2) years. May be elected to serve a second two (2) year term.
3. Maintain financial account(s), issue checks, record and deposit money received.
4. Maintain a record of budgets, receipts and disbursements.
5. Submit a written Treasurer's Report quarterly to the Board. From time to time he/she shall make recommendations as to the disposition of excess funds.
6. Serve as Secretary in the absence of the Secretary.
7. Prepare a budget document in conjunction with other officers.
8. Complete audit, IRS and other financial forms as required.
9. Maintains a record of membership dues (paid and unpaid).
10. Sends membership renewal notices to the membership in April; and reminder notices in July.
11. Serve on committees and perform other duties as assigned by the President.

PAST PRESIDENTS

Immediate Past President and Past President of the Board of Directors

1. Must be an active member of DVAPPA.
2. Shall be members of the Board.
3. Serve as advisors to the President and other Chapter Officers.

MEMBER-at-LARGE for PROFESSIONAL DEVELOPMENT

Member-at-Large of the Board of Directors

Appointed by the President and approved by the Board of Directors

1. Must be an active member of DVAPPA.
2. Chairperson of the Chapter's Scholarship Committee.
3. Coordinates and disseminates information on seminars, webinars, workshops and other activities related to professional development for the Chapter's membership.
4. Communicates with other Chapters to coordinate professional development opportunities for the Chapter.
5. Act as liaison between the ERAPPA Professional Development Committee and the Chapter.

MEMBER-at-LARGE for MEMBERSHIP

Member-at-Large of the Board of Directors

Appointed by the President and approved by the Board of Directors

1. Must be an active member of DVAPPA.
2. Maintains an up-to-date roster of members separated into five (5) categories; primary members, associate members, emeritus, business partners and honorary members.
3. Actively recruits new institutions for membership. Institutions include colleges, universities, community colleges, junior colleges and private K-12 schools.
4. Act as liaison between the ERAPPA Membership Committee and the Chapter.

MEMBER-at-LARGE for TECHNOLOGY AND COMMUNICATION

Member-at-Large of the Board of Directors

Appointed by the President and approved by the Board of Directors

1. Must be an active member of DVAPPA.
2. Maintains Chapter website and all electronic communications and electronic balloting.
3. Maintains a registration list for all chapter events to verify participation in Chapter events for official purposes.
4. Act as liaison between the ERAPPA Technology and Communications Committee and the Chapter.

BUSINESS PARTNER LIAISON to the BOARD of DIRECTORS

Non-voting member of the Board of Directors

Appointed by the President and approved by the Board of Directors

1. Must be an active Business Partner of DVAPPA.
2. Act as liaison between DVAPPA Business Partners and the Chapter.
3. Act as liaison between the ERAPPA Business Partner Representative and the Chapter.