

**CONSTITUTION  
AND  
BYLAWS  
OF THE  
NEW JERSEY CHAPTER  
OF THE  
EASTERN REGIONAL ASSOCIATION OF PHYSICAL PLANT DIRECTORS  
OF  
COLLEGES AND UNIVERSITIES**

**Constitution  
of the  
Eastern Region Association of Physical Plant Administrators  
of Universities and Colleges**

**Article I – NAME**

The name of this organization shall be New Jersey Chapter of the Eastern Regional Association of Physical Plant Administrators, hereinafter referred to as the "Chapter".

**Article II – PURPOSES**

The purpose of the Chapter is to promote common interests in the administration, maintenance, operation, planning, and development of Physical Plants; to foster professional ideals and standards; to better serve the objectives of institutions of Higher Education in the State of New Jersey and to aid and supplement the work of the International and Regional Association of Physical Plant Administrators of Universities and Colleges, hereafter referred to as APPA or the Association.

The New Jersey Chapter of the Eastern Region is organized and operated exclusively for charitable and educational purposes within the meaning of Sections 501 © (3) and 170 © (2) (B) 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 distributed to its Directors, Officers or other private organization. It 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 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. Notwithstanding any other provisions herein, the organization shall not carry on any activities not permitted to be carried on.

- a) By an organization exempt from federal income tax under Section 501 (a) of the Internal Revenue Code of 1954 as an organization described in Section 501 (c) (3) of such Code (or the corresponding provisions of any future United States Internal Revenue law)
- b) By an organization described in Sections 509 (a) (1), (2), or (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue law)
- c) By an organization, contributions to which are deductible under Sections 170 © (2), 2055 (a) (2), or 2522 (a) (2) of the Internal Revenue code of 1954 (or the corresponding provisions of any future United States Internal Revenue law)

## **Article III – MEMBERSHIP**

### **Section A - Eligibility for Membership**

Member institutions of the Chapter shall be institutions of higher learning eligible to hold membership in the Association of Physical Plant Administrators. The institution must be accredited, or be in the process of being accredited, by one or more nationally recognized accrediting agencies.

For two-year institutions, academic credits granted by the institution must be acceptable toward the earning of a baccalaureate degree by transfer into institutions which require four years of academic credit for graduation and a degree.

Participants shall be Administrators of Physical Plant Departments engaged in operations, maintenance, engineering, constructions, planning and development or other related functions.

### **Section B – Classification of Members**

Members shall be classified as defined in the By-Laws, Article I, Section A.

## **Article IV – ADMINISTRATIVE ORGANIZATION**

### **Section A – Officers**

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

### **Section B – Board of Directors**

1. The Board of Directors of the Chapter shall consist of the President, the Vice-President, the Secretary/Treasurer, the Past-President and three Directors.
2. The President, Vice-President, and the Secretary/Treasurer shall hold their respective positions on the Board of Directors.
3. No more than two members of the Board of Directors shall be from the same institution.

### **Section C – Elections**

1. All Officers and Directors shall be elected by the voting members present with the majority of votes cast determining the election.
2. All Officers and Directors shall be elected at an annual meeting and shall be installed as the last order of business of the day.
3. Each Officer and Director shall be elected to hold office for a period of two years. Officers shall not hold the same position for more than one term. Directors shall be eligible for reelection for a period not to exceed one additional term.

## **Article V – BY-LAWS**

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

## **Article VI – MEETINGS**

### **Section A – Regular Meetings**

1. The Chapter shall meet two times in each year, during spring and fall, at a member institution selected by the Board of Directors from those tendering invitations. Each meeting shall be at a different institution until at least two years have passed.
2. When the location has been selected, the Secretary/Treasurer shall notify the institution. This school shall then establish a program committee to assist in scheduling a program for the meeting.

### **Section B – Quorum**

A quorum shall consist of twenty-five percent (25%) of the voting institutions for transaction of business of the Chapter at any regular meeting.

### **Section C – Voting**

1. Each member institution shall be entitled to one vote regardless of the number of members representing the institution. At any meeting, each school having more than one member present shall select one member to be 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 by letter and votes returned either by mail or by submission at the next meeting. In either event, the date of the vote shall be not less than thirty (30) days from the date of mailing the question.

## **Article VII – 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 of this Chapter present and voting after a notice of the proposed amendment is given in writing not less than thirty (30) days prior to any regular meeting.

## **Article VIII – CHARTER INSTITUTIONS**

**By-laws  
of the  
Eastern Regional Association of Physical Plant Administrators  
of Universities and Colleges**

**Article I – MEMBERSHIP**

Section A - Eligibility for Membership

1. Institutions of Higher Education or other educational institutions in the State of New Jersey meeting the requirements of Article III, Section A, of the Constitution are eligible for membership. Attendance at a regular meeting and payment of the registration fee constitutes membership in the Chapter. Institutional membership shall be retained as long as an institution is represented at not less than one meeting every year. Individual membership shall be retained as long as an individual attends one meeting every two years.
2. Participation in the Chapter shall be limited to Administrators engaged in operations, maintenance, engineering, planning, repair, construction or other related functions.
3. There shall be no limitation on the number of participants from a member institution. Guests are welcome.

Section B – Classification of Membership

1. Member – A member is an institution of Higher Education that meets the requirement of Article III, Section A, of the Constitution.
2. Associate Member – An associate member is an institution that meets the requirements of Article III, Section A, of the Constitution, except that the institution is not a member of the Association of Physical Plant Administrators.
3. Affiliate Member – Persons outside the Chapter or the Association or who are not in Physical Plant Administration who have rendered exceptional meritorious service to the Chapter or the Association may be elected to Affiliate Membership upon the recommendation of the Board of Directors and a majority vote of the members present and voting at any regular meeting.
4. Honorary Member – Honorary Member status may be granted by the Board of Directors to representatives who, upon retirement or change of employment, have had a minimum of five years of service in the Chapter and/or Association or is a charter member of the Chapter.

Section C – Rights and Privileges

1. Member – Representatives of member institutions shall be entitled to all rights and privileges of the Chapter, the right to vote on all questions concerning the Chapter, to hold office, and to receive copies of the minutes, reports, and publications.
2. Associate Members - Representatives of Associate Member institutions shall be entitled to all rights and privileges of the Chapter, the right to vote on all questions concerning the Chapter, to hold office, and to receive copies of the minutes, reports, and publications.

3. Affiliate Members - Shall be entitled only to the right to attend meetings, to engage in discussions, and to receive copies of the minutes, reports, and publications.

4. Honorary Members – shall be entitled to attend all meetings, without payment of the registration fee, to engage in discussions, and to receive copies of the minutes, reports, and publications.

5. Voting – One representative shall cast all votes for each member institution present. Where more than one representative is present, they shall select one of their members to be spokesperson.

6. Dues – Dues or assessments shall be proposed by the Board of Directors and approved by a two-thirds vote of the members present at any regular meeting.

7. Registration Fee – There shall be a registration fee for each person attending a meeting, payable at the meeting. This registration fee shall be established by the Board of Directors.

8. Guests – Representatives of an institution that is not a member or not eligible for membership in the Chapter, and representatives of institutions that are members but who are personally not eligible, may attend as guests. Guests are required to pay the registration fee.

#### Section D – Termination of Membership

1. At each Board of Directors meeting, the Secretary/Treasurer shall provide a list of members who have not been represented at a meeting in two years. The Board shall vote on terminating their membership and if so voted, shall instruct the Secretary/Treasurer to so inform the member institution. The same policy and procedure shall apply to Associate Member institutions and Affiliate Members.
2. Membership may be reinstated by attending a regular meeting and paying the registration fee.

### **Article II – FINANCES**

#### Section A – Funds

All funds of the Chapter shall come from registration fees, publication charges, exhibitors' fee (if any), and special assessments. The Secretary/Treasurer, or his/her representative, shall collect all registration fees for meetings and after paying all expenses of the meeting, deposit any remaining funds in the Chapter account.

### Section B – Accounting

The Secretary/Treasurer shall be responsible for all funds of the Chapter and shall not be required to post bond. He/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.

## **Article III – OFFICERS OF THE CHAPTER**

### Section A – The 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 event occurs between Board meetings that are not covered by the Constitution or the By-Laws, the President shall have the authority to act. The event and the action taken shall be reported at the next Board meeting. The Board shall determine whether to place the matter before the membership.
3. Shall keep the Regional Association Officers informed of Chapter activities by letter and the International Association Newsletter Editors by notice. These duties may be performed by the Secretary/Treasurer at the President's direction.
4. Shall represent, or appoint a representative of, the Chapter at conferences, meetings and ceremonies to which the chapter has been invited and should have representation.

### Section B – The Vice President

1. Assists the President and carries out duties assigned by the President or the Board of Directors. He/she assumes the duties of the President when the President is absent for any reason, or if the post becomes vacant.
2. Is an ex-officio member of all standing committees and Vice President of the Board of Directors.

### Section C – Secretary/Treasurer

1. Is responsible for the minutes of all meetings of the membership and for sending copies to the members. He/she is also the Secretary of the Board of Directors.
2. Handles all official correspondence, sends out notices concerning the Chapter and maintains an up-to-date roster of members.
3. Shall perform such other duties as may be assigned by the President or the Board.
4. Shall be responsible for receiving, dispensing and safekeeping all funds of the Chapter. Ready funds shall be kept in a checking account and additional funds in a savings account.
5. Shall make an accounting at each meeting of the membership and the Board. From time to time, he/she shall make recommendations as to the disposition of excess funds.

#### **Article IV – THE BOARD OF DIRECTORS**

1. The Board of Directors shall meet four times yearly and shall meet at such other times as the President may require.
2. The Board of Directors shall conduct all routine business of the Chapter, select meeting places, approve programs and carry out directives required by 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 to be placed before the membership at the next regular meeting. Recommendations for the disposal of excess funds require approval by three-quarters of the Board of Directors at the meeting in order to be presented to the membership.
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 interim between meetings of the Chapter.
5. The Board of Directors may authorize the printing and the distribution of any material that will be of value to the members.

#### **Article V – MEETINGS**

1. The Chapter meets two times in each year, in April and October, at a member institution selected by the Board from those tendering invitations. Each meeting during the year shall be at a different location. When the location for a meeting has been selected, the Secretary/Treasurer shall notify the institution.
2. The April meeting shall be designed as the "Business Meeting."

#### **Article VI – ELECTIONS**

##### **Section A – Nominations**

1. Prior to the first of February in the election year, the Secretary/Treasurer shall inform the membership that nominations for Officers and Directors are in order. Nominations shall be forwarded to the Secretary/Treasurer by the first of February.
2. Not later than February first of an election year, the President shall appoint a three-member Nominating Committee, none of whom shall be, at the time of their appointment, an Officer or Director.
3. The Secretary/Treasurer shall forward to the Nominating Committee, not later than March 15 of the election year, all nominations received from Member Institutions. The Nominating Committee shall prepare a slate of officers from the nominations received from the Secretary/Treasurer for presentation to the membership at the election year business meeting. The nominating committee shall also report all other nominations received.
4. Nominations may be made from the floor if accompanied by the nominee's consent.

### Section B – Voting

1. When nominations are closed, the vote shall be taken. The Secretary/Treasurer shall record the vote, which shall be cast by the spokesperson for each institution. The nominee with the majority of votes cast for each office shall be considered to be elected.
2. If no candidate has a majority or the vote is a tie, a new vote shall be taken considering only the top two candidates for that office.
3. If a tie vote cannot be resolved after two additional ballots, the new Board of Directors less the unresolved office, shall meet immediately following the Chapter meeting and, by secret ballot, elect an officer to fill that office.

### Section C - Eligibility

1. The Officers may not be nominated or elected to a second term in the same office held. They may, however, be considered for a different office and hold that office for one term. After one term, in which no elected office is held, an individual may be considered for any office.  
Members elected to the Board of Directors may hold office for two consecutive terms.
2. No more than two Officers or Directors may be from the same institution except for the immediate Past-President. An Officer or Director whose term expires may not be succeeded in the same office by a member from the same institution.
3. When a vacancy occurs in any office, on the Board of Directors or on any committee, the President may, subject to the concurrence of the Board, appoint a successor for the remainder of the term, who may be from the same institution as the previous office holder or another present member of the Board of Directors.
4. Any member appointed to complete a term of another member may be elected to a regular term to that office as though he had not served.

## **Article VII – COMMITTEES**

Standing committees, being of a permanent nature, are established as to mission and size by the Board of Directors. The President shall select the members of standing committees and appoint the Chairperson. The President shall select the members of standing committees and appoint the Chairperson. The membership of each standing committee expires when the term of office of the administration expires.

The President shall designate such temporary committees as may be required. Upon presenting a final report, such committees automatically cease to exist. The committee life extends from one administration to the next. The President appoints the members and designates the Chairman.

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 members, fill or not fill vacancies, as he/she desires, to temporary committees.

Any member, or all of the members of any committee, may be from the same institution.

### **Article VIII – AWARDS**

The Board of Directors may from time to time select individuals who have performed outstanding services, duties or assistance to the Chapter. Such individual need not be a member of the Chapter or the Association of Physical Plant Administrators. 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.

Not more than one distinguished service certificate shall be awarded in any one administrative year; that is, from (Month) of one year to (Month) of the next year. Such awards shall normally be made at the (Month) meeting.

### **Article IX – 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/Treasurer 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 days prior to the next Chapter meeting. It shall be presented at the meeting for discussion, change, alteration or rewording and be voted upon. A two-thirds vote of member institutions present is necessary to approve.
3. Amendments to the By-Laws may be presented at a 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 By-Laws may be adopted by a simple majority vote except where the By-Laws may require a different vote.