

Constitution and Bylaws of The Educational Facility Managers Association of British Columbia

CONSTITUTION

Article I – Name

The name of the Society shall be:

THE EDUCATIONAL FACILITY MANAGERS ASSOCIATION OF
BRITISH COLUMBIA

Article II – Purposes

The purposes of the Society shall include the following items:

- (a) To develop and increase the knowledge, skill and efficiency of its members in the fields of construction, maintenance, and operations.
- (b) To promote close cooperation between The Association and other societies and groups working in the field of education.

Article III – Location of Operations

The operations of the Society are to be carried on throughout the province of British Columbia.

By-Laws

Clause I – Membership

There shall be three classifications of membership in the Society;

- (a) Active Members - voting
- (b) Associate Members - non-voting
- (c) Honorary / Life Members - non-voting

(a) Active Members

Any person employed by a School District, University, Regional College, Parochial School, or a Private School within British Columbia who, is directly responsible for the Management or operation of one or more Departments or Divisions within Facilities, may become an Active Member.

(b) Associate Members

Associate Membership may be granted to any of the following:

- (i) Any person employed by a School District, University, Regional College, Parochial School, or a Private School outside British Columbia who, is directly responsible for the Management or operation of on or more Departments or Divisions within Facilities, may become an Associate Member.
- (ii) Any Person not employed in the educational sector who, is directly responsible for the Management or operation of one or more Departments or Divisions within Facilities, may become an Associate Member.
- (iii) Members of allied Associations within the Educational or Facilities Management field.
- (iv) Corporate representatives and other Association supporters.

(c) Honorary / Life Members

Any Active member of the Association may nominate a person for Honorary or Life Membership.

Honorary Membership may be conferred upon any person who has rendered or is rendering outstanding service to the Association.

Life Membership may be conferred upon any Active Member of the Association who is no longer directly or indirectly responsible for the management or operation of any Department or Division within Facilities in any British Columbia Education Facility.

Each Application or nomination of any membership category requires majority approval by the Executive.

Clause II – Fees

(a) Registration Fees

To become an Active or Associate Member of the Association, a registration fee of \$ 25.00 must be paid along with written application to the Secretary-Treasurer on a form approved by the Executive.

(b) Annual Membership Fees

Active and Associate Members shall be required to pay an annual membership fee as determined at each Annual General Meeting for the next fiscal year commencing January 1st. Non payment of the annual membership fee by the end of the fiscal year shall result in termination of membership. Honorary and Life Members shall not be required to pay annual membership fees.

Clause III – Meetings

1. The Annual General Meeting of the Association shall be held in June of each year.
2. The Annual General Meeting shall consist of one or more General Sessions and one or more Business Sessions.
3. Forty-five days notice of the date, time and place of the Annual General Meeting shall be given in writing by the Executive to all Members. *To be consistent with requirements with for Special Resolution.*
4. Twenty percent of Active Members shall constitute a quorum at any Business Meeting of the Association.
5. The Executive may call a Special Business Meeting of the Association when deemed necessary to consider urgent matters of business, which cannot be held over until the Annual General Meeting. Special Business Meetings require thirty days written notice to all Active Members of the Association.
6. Attendance at General Sessions of the Annual General Meeting is open to all classifications of Membership and to guests of the Association.
7. Attendance at Business Sessions of the Annual General Meeting shall be restricted to Active Members and Life Members of the Association.
8. Only Active Members of the Association shall be entitled to vote.
9. Roberts Rules of Order shall govern the conduct of General and Business Sessions of Association meetings.

Clause IV – Administration

1. The business of the Association shall be administered by an Executive which consists, as far as reasonably practicable, of the following positions:

- (a) (i) President
- (ii) Vice-President
- (iii) Secretary-Treasurer

who shall be elected by separate ballot at the Annual Meeting and who shall hold office until the close of the next Annual Meeting or until their successors have been appointed, except that the Secretary-Treasurer be elected in alternate years for a two year term.

(b) Four Directors at large who shall serve for two years with two Directors being elected each year in order to provide continuity. Election of required Director positions is by a single ballot.

(c) The immediate Past President.

2. Any member of the Executive shall automatically cease to hold office upon ceasing to be an Active member of the Association unless permission is granted by the Executive to allow the member to retain his/her Active status until not later than the next AGM. Any vacancies occurring in the Executive between Annual General Meetings may be filled by the Executive at any of its meetings. (Suggest that Past Presidents should be used.)

3. Any member of the Executive may be removed from office by seventy-five percent majority vote of members present at any Business Meeting.

4. Meetings of the Executive shall be called by the President, or in the absence of the President, by the Vice-President. The Executive shall meet not less than twice a year.

5. A quorum at a meeting of the Executive shall be a simple majority of Executive members as stipulated above. Not fewer than 5 persons.

6. A Nominating Committee, normally comprised of the President, Vice-President and two Past Presidents, shall present a slate of candidates for the Executive positions to the Annual Meeting.

Clause V – Duties of Officers

1. The President shall preside at all Business Meetings of the Association and of the meeting of the Executive Committee, and exercise such supervision of the Association's affairs as may best promote its activities and welfare. The President may name committee members to committees established by the Executive.
2. The Vice-President shall in the absence of the President assume that position and in doing so, shall be empowered with the authority vested in the President.
3. The Secretary-Treasurer shall be responsible to ensure that the records of the financial affairs of the Association are accurately maintained and reported to the membership at least annually. The Secretary-Treasurer shall ensure that the content of all business and general meetings are accurately recorded; that a roll of officers and members is maintained; that all Association property is evaluated and recorded as part of the records; that all financial transactions (payables and receivables) are duly recorded and kept current; that all monies are deposited to appropriate investment strategies or holding accounts in a recognized financial institution; and that The Educational Facility Managers Association of British Columbia be the registered account or investment holder.

Clause VI – Finance

1. The Association may, by special motion at any business meeting, grant to the Executive such borrowing power as may be authorized in the motion.
2. The Association may acquire, purchase, sell, mortgage, lease, or otherwise deal with real and personal property.
3. The fiscal year of the Association shall be the twelve consecutive months ending December 31.
4. The Executive shall have the authority to levy a special assessment on the membership to finance a specific project. If in excess of \$25.00 per member, the levy must be approved by a simple majority of the members at large.

Clause VII – Financial Review

The Secretary-Treasurer shall submit the Association Accounts to a certified accountant as soon as conveniently possible after December 31 and not less than sixty days prior to the Annual General Meeting and shall present a detailed financial review of the financial affairs to the association at the Annual General Meeting. There is to be a full audit completed once every three years.

Clause VIII – Special Resolutions

Notice of Special Resolutions shall be given in writing to the Secretary-Treasurer of the Association not later than thirty days prior to the Annual Meeting at which such resolutions are to be considered and shall be transmitted by the Secretary-Treasurer to all members not less than 14 days before the date of the Annual Meeting. A seventy-five percent majority vote by ballot, of all members present, shall be necessary to pass a Special Resolution. (Society Act, Jan. 5, 1978)

Clause IX – Amendment of Bylaws

The Bylaws may be amended only by special resolution as defined by the Societies Act.

Clause X – Minutes and Records

1. The Secretary-Treasurer is responsible to ensure that minutes of the proceedings of all meetings of the Association and the Executive shall be open to inspection by Members of the Association maintained.
2. The books and accounts of the Association shall be open to inspection by Members of the Association at a reasonable time and place as the Executive may decide after receipt of notice of request in writing.

Clause XI – Affiliation

The Association may, by majority vote of the Executive may affiliate or partner with any society, group, business, company, individual or incorporated body having similar aims or objectives.