

By Laws

Article I

Name

This organization shall be known as the South Carolina School Plant Management Association; synonymously referred to as SCSPMA.

In the interest of enhancing and promoting the educational process, the purposes of this Association shall be:

1) To provide for the exchange of information to improve school plant management, maintenance and care by promoting acceptable policies, standards and practices.

2) To promote the professional advancement of school plant management.

The Association shall have three classes of members:

Active, Associate, and Industry.

Active Membership: All persons engaged in school plant management programs, both state and local are eligible for active membership in the Association.

Associate Membership: This shall be extended to other school administrators, Members of boards of instruction, and other school employees and students. Associate members may attend meetings of the Association, but may not vote nor hold office.

Industry Membership: This shall be open to reputable business concerns. Industry members may attend meetings of the Association, but may not vote or hold office.

Dues:

1) The annual dues of Active Members shall be ten dollars (\$10) and payment of such dues shall entitle such members to receive the proceedings of the Association.

2) The annual dues for the Associate Members shall be three dollars (\$3).

3) Annual dues for Industrial membership shall be ten dollars (\$10).

4) Registration and other fees shall be determined and set by the Executive Committee.

Officers:

Principal Officers: The principal officers of the Association shall be President, President Elect, First Vice-President, Vice-President of Logistics, Vice-President of ETV Training, Secretary,

Treasurer, and Registration/Records Coordinator. The President Elect proceeds to the presidency except in cases of conduct unfavorable to the Association, in which case the presidency shall be filled by election. The terms of office shall be for one year. The officers shall be elected by majority vote of those present at the Association annual meeting.

Executive Committee: The Executive Committee shall consist of the principal officers and one member from each region not represented by the five principal officers. The immediate past president shall serve as a voting member representing the Past Presidents Advisory Committee. The State Department Representative, as appointed by the State Superintendent of Education, shall be a voting member of the Executive Committee.

All officers shall take office immediately after election and shall serve until their Successors have been elected. In case of a vacancy, the Executive Committee may appoint a member to fill the un-expired term, except for the office of President. In the event the presidency is vacated, the President-Elect will assume the responsibilities and duties of the presidency and a new President-Elect will be appointed. No officer shall serve more than two consecutive terms.

Duties of Officers:

President: The President shall set the dates for, or call, all meetings of the Executive Committee. He shall preside at all meetings of the Executive Committee and the Association and he shall perform other duties that may be necessary for the conduct of this office.

President-Elect: The President-Elect shall proceed to the presidency. Shall be chairman of the Program Committee. Shall assume all duties of the presidency in case of absence or resignation of the President.

First Vice President: The First Vice President shall be familiar with the duties of President and the President-Elect and be able to assume their responsibilities if needed, as well as other duties as assigned. Shall coordinate all vendor relations to include soliciting vendors for conferences, coordinating set up, take down and maintain communications with vendors throughout the year.

Vice President of Logistics: The Vice President of Logistics will be responsible for logistics to accept bids, coordinate conference, banquet rentals and motel accommodations.

Vice President of ETV Training: The Vice President of ETV Training will be responsible for the coordination of ETV training services that is available through the State Department of Education.

Secretary: The Secretary shall keep a record of all meetings of the Executive Committee and the Association and attend to all the correspondence as deemed appropriate by the Executive Committee. A copy of all minutes of the Association and the Executive Committee meetings shall be mailed by the secretary to each member of the Executive Committee no later than one week prior to the next meeting. To insure the continued preparation and publication of the Associations' newsletter – Maintenance Update – and to appoint newsletter committee persons as he or she deems necessary.

Treasurer: The Treasurer shall keep an accurate record of all monies received, paid out, and shall submit a written financial report at each Executive Committee meeting. To perform other duties that may be necessary for the conduct of this office and in keeping with good business practices.

Coordinator of Registration/Records: To be responsible for updated lists of Members and vendors. Conduct all Association mail-outs upon authorization of the Executive Committee. Coordinate registration at conferences. Maintain accurate records of continuing credit hours and certification of members. Provide an update of activities to the President of the Association prior to each meeting.

Executive Committee: In addition to its normal functions, this committee shall act as the program committee. The Executive Committee shall have the authority to conduct any business deemed necessary between meetings and may make recommendations to be acted upon by the members of the Association and to fill vacancies as they occur.

Committees:

- The committees of the Association shall be those recommended by the Executive Committee and those deemed necessary by the President.
- The President subject to the approval shall appoint all committees of the Executive Committee.
- Members of all committees shall enter upon their duties immediately upon their appointments.

Meetings:

- Meetings of the Association shall be held at a time and place to be named by the President, with approval of the Executive Committee.

Election:

- Prior to the business session of the Annual Conference, the President shall appoint a nominating committee of three members, which shall present to the business session of the Annual Conference, nominations for President Elect, First Vice-President, Vice-President of Logistics, Vice-President of ETV Training, Secretary, and Treasurer. The President shall call for additional nominations from the floor. Election shall be by ballot.

Amendments:

- Any amendment to this Constitution and By-Laws shall be submitted in writing to the Executive Committee thirty (30) days prior to the Association meeting.

- The Executive Committee shall then present the proposed amendments to the Association at its' meeting with a recommendation to adopt or reject such recommendation. Two-thirds (2/3) majority may adopt the amendment vote of those voting members present at the Association meeting.