



AAPPA BYLAWS

ATLANTIC CHAPTER IN THE EASTERN REGION OF APPA

August 26, 2010

ARTICLE I- NAME

1. The name of the organization shall be: The Atlantic Chapter of ERAPPA: The Eastern Region of APPA hereinafter referred to as AAPPA.
2. The organization is a non-profit organization.

ARTICLE II - PURPOSE

Section A

The purpose of AAPPA shall be to develop and maintain high standards in the administration, care, operation, planning and development of physical facilities used by educational institutions; to promote professional ideals and standards to better serve the objectives of education; to promote the interchange of information on all phases of university and college facilities planning, design, construction, maintenance and operation, particularly with reference to problems of special interest to Institutions located in the Atlantic Provinces and to engage in such other related activities as may be desirable or required to fulfill the purposes and objectives of the organization. AAPPA shall schedule, plan and conduct educational meetings of such type and format as may be necessary and desirable, but not less often than in the spring and fall, to promote and achieve the above purposes. AAPPA shall also assist in the work of ERAPPA: The Eastern Region of APPA; hereinafter referred to as ERAPPA, and APPA: Leadership in Educational Facilities hereinafter referred to as APPA, in the Atlantic Provinces.

Section B

AAPPA is organized and operated exclusively for charitable and educational purposes within the meaning of Revenue Canada. No part of the net earnings of the organization shall inure to the benefit of, or be distributable 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 stated above). No part of the activities of the organization shall be the carrying on of propaganda or otherwise attempting to

influence legislation, or the publishing or distributing of statements for any political campaign on behalf of, or in opposition to, any candidate for public office.

ARTICLE III - MEMBERSHIP

Section A

A member in good standing is one who meets all the provisions of Article III. The organization is to be divided into two classes of members; (1) members possessing voting rights and (2) members without voting rights. The designation of each class of members and the qualifications and rights of the members of each class are as follows:

Section B

Voting members shall consist of:

1. Educational Institutions, who are members of APPA and are located in the following political subdivisions of Canada: New Brunswick, Newfoundland, Nova Scotia, Prince Edward Island. The Member Institution shall maintain the position of a principal administrator in direct charge of the physical facilities of such institution. The Member Institution shall designate a regular full-time employee to be the Institutional Voting Representative to ERAPPA and AAPPA. Each Institutional Voting Representative may designate a qualified proxy voter in his/her absence.
2. Systems of institutions of higher education, which shall meet any additional criteria as may be prescribed in the organization's bylaws, each of which shall be composed of institutions which qualify under Article III, B.1, hereof and which supervises the principal administrators in direct charge of the physical facilities or buildings and grounds of the institutions within such system. Such Principal Administrator is entitled to hold office in AAPPA.

Section C

Nonvoting members:

1. Associate members shall be nonvoting members of the organization who shall be physical facilities professional, administrative or supervisory personnel employed at member institutions or systems thereof, who shall meet any additional criteria as may be prescribed in the organization's bylaws. Such Associate Member is entitled to hold office in AAPPA.
2. Affiliate members shall be nonvoting and shall consist of nonprofit institutions and organizations, including governmental or quasi-governmental agencies, or the



professional individuals directly employed by the same, engaged in work related to physical facilities administration and having an interest in the purpose of and activities of AAPPA.

3. Business Partners shall be nonvoting individuals, organizations, manufacturers, or suppliers of goods and services operating for profit and ascribing to the policies and purposes of AAPPA and wishing to support the activities of AAPPA, subject to the approval of the Board of Directors. Election to this category of membership shall not be construed as endorsement, actual or implied by AAPPA.
4. Emeritus members shall be nonvoting members. Emeritus status may be granted by the Board of Directors to any member who upon retirement has demonstrated significant interest and support of AAPPA.

Section D

A member institution or system is entitled to one vote and one vote only in conducting the business of AAPPA. That vote will be cast by the Institutional Representative. If the Institutional Representative is unable to attend a business meeting of AAPPA, the designated alternate Institutional Representative in attendance may cast the vote. Associate, Affiliate, Emeritus and Business Partners do not have voting rights.

Section E

Annual dues or assessments may be necessary to carry out the purposes of the AAPPA as indicated in Article-II, and which have been approved by the majority of voting members in attendance at the business meeting, voting in accordance with Article III, B., shall be assessed against each member institution, affiliate member and business partner.

Section F (Is this required)

Members shall be dropped from the individual membership roles if their institution ceases to be a member of APPA, or upon change in membership qualifications as defined under Article III.

Section G (Is this required)

Members who have been dropped from the individual membership roles may be reinstated after due investigation, payment of such assessments as may be applicable, and fulfillment of all preceding prerequisites.

ARTICLE IV - RIGHTS AND PRIVILEGES

Section A

1. The voting representative of a member institution or system shall be entitled to:
2. Attend regular and special meetings of AAPPA.
3. Receive a copy of proceedings of the business meetings as may be printed or of other publications as may be distributed by the AAPPA as determined by the Board of Directors.
4. Bring guests to the meetings.
5. Vote on motions presented at the business meetings of AAPPA in accordance with Article III, Section B, above.
6. Be elected to, and hold office in, AAPPA and vote at Board of Directors meetings in accordance with the provisions of Article V.
7. Engage in discussions and presentations during technical sessions at the annual meetings.

Section B

Associate Members shall be entitled to:

1. Attend regular and special meetings of AAPPA.
2. Receive a copy of proceedings of the business meeting as may be printed or of other publications as may be distributed by AAPPA as determined by the Board of Directors.
3. Bring guests to the meetings.
4. Engage in discussions and presentations during technical sessions at the business meetings.
5. Be elected to, and hold office in, AAPPA and vote at Board of Directors meetings in accordance with the provisions of Article V.

Section C

1. Affiliate Members shall be entitled to:
2. Attend regular and special meetings of AAPPA.
3. Receive a copy of proceedings of the business meetings or other publications as may be distributed by AAPPA as determined by the Board of Directors.
4. Bring guests to the meetings.
5. Engage in discussions and presentations during technician's sessions at business meetings.
6. Shall be entitled to hold elected, or appointed office.

Section D

Business Partners shall be entitled to:

1. Attend regular and special meetings of AAPPA.
2. Receive a copy of proceedings of the business meetings or other publications as may be distributed by AAPPA as determined by the Board.
3. Bring guests to the meetings.
4. Engage in discussions and presentations during the technical sessions at business meetings.
5. Shall be entitled to hold committee appointed office but not entitled to hold any elected office.

Section E

Emeritus Members shall be entitled to:

1. Attend regular and special meetings of AAPPA.
2. Upon request receive a copy of proceedings of the business meetings as may be printed or other publications as may be distributed by AAPPA as determined by the Board of Directors.
3. Bring guests to the meetings.
4. Engage in discussions and presentations during the technical sessions.
5. Shall be entitled to hold committee appointed office but not entitled to hold any elected office.

ARTICLE V - OFFICERS

Section A

Officers:

The Officers and Board of Directors of AAPPA shall be President, Vice President for Technology & Communications/Secretary, Vice President for Membership/Treasurer and Vice President for Professional Development .

1. The Board of Directors shall recommend policy to the body of AAPPA. It shall investigate and recommend on all questions of membership and on the organization of the Chapter to AAPPA members. It shall recommend expenditures from the funds held by the Treasurer to AAPPA members. The Board shall approve programs, the site, dates and registration fee for all business meetings. The Board shall establish and maintain and



approve format for conducting the business and meetings of the Chapter. The Board shall meet at its discretion to properly conduct the affairs of the Chapter.

2. Normally two AAPPA officers' positions will be filled every spring meeting.
3. The Board may designate such positions as may be deemed appropriate to carry out the purposes and the activities of AAPPA.

Section B

Terms of Office:

The officers and directors shall be elected at the Spring business meeting held in accordance with Article VII by a majority of the qualifying voters present. They shall serve to the conclusion of the term following their election, except where otherwise provided or until their successors have been elected and certified.

1. President

The President shall assume office as President at the AAPPA Spring Meeting and shall serve a term of two years and can serve for three consecutive terms in this office.

Powers and Duties:

1. Shall be the executive officer and shall be responsible, for the general supervision and direction of the affairs of AAPPA and shall preside at the AAPPA Meetings.
2. Shall have the authority to appoint committees of AAPPA not otherwise provided for; and shall advise the Board of Directors of the appointments.
3. Shall, in the event of a vacancy among the officers, with concurrence of a majority of the remaining Board members, appoint a replacement.
4. Notice of such appointments shall be given to all Board members in writing.
5. Act as the ERAPPA Chapter Affairs Representative. As Chapter Affairs Representative shall thoroughly acquaint him/herself with the workings of the ERAPPA Board of Directors and ERAPPA's goals and objectives in order that he/she may provide capable leadership at ERAPPA meetings.
6. Coordinate necessary ERAPPA Board member's visits to the Chapter.

2. Vice President for Professional Development

The Vice President for Professional Development shall be elected at the AAPPA Spring. He/she will serve two-year term, and can serve three consecutive terms in this office.



Powers and Duties:

1. Shall serve as the representative on the ERAPPA Professional Development Committee.
2. Shall act as advisor for Professional Development programs for Chapter meetings.

3. Vice President for Technology & Communication/Secretary

The Vice President for Technology & Communication/Secretary shall be elected at the AAPPA Spring Meeting. He/she shall serve a term of two years, and can serve three consecutive terms in this office.

Powers and Duties:

1. Shall serve as the representative on the ERAPPA Technology and Communications Committee.
2. Shall act as principal officer for communications.
3. Shall record and maintain the minutes of the AAPPA meetings, and of the Board of Directors meetings, and other general meetings.
4. Shall, under the direction of the President, be responsible for all records of AAPPA and shall serve as the AAPPA Historian.

4. Vice President for Membership/Treasurer.

The Vice President for Membership shall be elected at the spring meeting. He / She shall serve a term of two years, and can serve three consecutive terms in this office.

Powers and Duties:

1. Serve as the representative on the ERAPPA Membership Committee.
2. Ensure all appropriate institutions are aware of APPA, ERAPPA, AAPPA and their activities.
3. Serves as principle liaison for the Board with Emeritus Members.
4. Receive and account for all funds from the AAPPA meetings and activities.
5. Disburse all funds for expenditures as authorized at the AAPPA meetings for expenses as required.
6. Render an itemized, written report of revenues and expenses at the AAPPA Meetings and Board of Directors Meetings.
7. Prepare a proposed new annual budget for approval by the Board and members.



ARTICLE VI - COMMITTEES

Committees shall be appointed by the President for such duties as may be directed by the members, the Board, or the President, for the proper conduct of the affairs of the Association.

ARTICLE VII - ANNUAL MEETING

Meetings of the membership shall be held to transact AAPPA business in the spring and fall, and at such additional times as the Board of Directors may determine. The times and places shall be in accordance with sites selected by the Board of Directors. The meeting sites will be rotated through the Members. The Member site shall be responsible for organizing the meeting.

Parliamentary rules, as stated in "Robert's Rules of Order", shall govern the procedures at the meetings of AAPPA.

ARTICLE VIII - AMENDMENTS

The notice of a desire to amend these Bylaws with copies of the proposed amendment, shall be placed in the hands of the Institutional Voting Members not less than thirty days prior to the date of the vote. These Bylaws may be amended, altered, changed, added to, deleted from, or repealed by the affirmative vote of the majority of voting members who vote.

ARTICLE IX - DISSOLUTION

In the event of dissolution or final liquidation of AAPPA, the Board of Directors shall, after paying or making provision for the payment of all the lawful debts and liabilities of AAPPA, distribute all the assets of the AAPPA, to one or more of the following categories of recipients as the Board of Directors of AAPPA shall determine:

1. A nonprofit organization or organizations, which may have been created to succeed AAPPA, as long as such organization or each of such organizations shall then qualify as a Revenue Canada non-profit organization.
2. A nonprofit organization or organizations having similar aims and objects of AAPPA and which may be selected as an appropriate recipient of such assets, as long as such organization or each of such organizations shall then qualify as a Revenue Canada non-profit organization.