

# KENTUCKY SCHOOL PLANT MANAGEMENT ASSOCIATION

## BYLAWS

### ARTICLE I - NAME

This organization shall be known as the Kentucky School Plant Management Association (KSPMA), hereafter referred to as the Association.

### ARTICLE II - OBJECTIVES

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

1. Provide educational opportunities and training to its membership and the educational community.
2. Provide for the exchange of information to improve performance in the many fields of work accomplished by our active membership.
3. Develop a working relationship with school administrators, managers, non-instructional and instructional personnel, and the Kentucky Department of Education to foster progress and improvement of educational programs through exemplary facilities and school environment.
4. Promote the professional advancement and continuous improvement of school plant personnel through development of professional activities and a certification program.
5. Promote post-secondary education through a scholarship program for high school graduating seniors and maintenance & operations employees within a public or private educational organization.

### ARTICLE III - MEMBERSHIP

The Association shall have four classes of membership: Active, Life, Associate and Sponsor.

1. Active: Any person employed by a public or private educational organization, governmental agency, or "not for profit" entity engaged in school plant management is eligible for active membership. The individual's job description includes authority for, approval of, supervision of, care of, maintenance of or correction of school plant management functions, buildings, grounds, control systems, operations and/or real property services. The broader responsibilities of school plant management embrace facility planning, maintenance, operations and custodial care of all real property. However, more abstract responsibilities include: property acquisition, capital budgeting, warehousing, inventory control, construction, energy conservation, utilities, physical school and grounds safety and security, environmental protection, statistical research, technology/telecommunication networks and backbone, site and athletic facilities care and/or governmental regulation compliance.  
Retirement from a position which qualified the person to active membership will have no bearing on the person maintaining active member status, unless the person has taken full-time (40 hour/week) employment with one of the Association's Sponsor members, at which time they would be considered a sponsor member.
2. Life: Any member of the Association that retires may be awarded a lifetime membership in the Association by a majority vote of the Board of Directors.

Life member status may be granted by the Board of Directors to an individual who upon retirement has had a minimum of five years of membership in the association as an Active, Associate, or Sponsor member. A life member nominee shall be someone who has made a significant contribution to KSPMA such as a charter member, past president, board member and vendor representative. Nominees for life member status who have rendered exceptional and meritorious service in promoting the purposes for which the association stands for shall be considered.

Nominations can be made to any KSPMA board member in writing and received by August 1<sup>st</sup> of any year or nominated by board members. The nominations are to be reviewed by a committee appointed by the KSPMA President and chaired by the vice-president. Once the committee reviews all nominees, it will recommend approved nominees to the next board of directors meeting before the annual fall conference. No more than four life members may be appointed in any year.

Upon Board of Director's approval, newly elected lifetime members will have a standing invitation to any/all KSPMA meetings; will receive all KSPMA mailings and lifetime membership in KSPMA. Lifetime member(s) will be responsible for their own meeting/conference/seminar expenses (minus the membership fee) for subsequent years after he/she are honored and presented their lifetime membership.

Life members will be honored at the KSPMA fall conference following their successful nomination and election. Each Life Member shall be honored at that annual conference by being presented their Life Membership award during the conference banquet, with the Association providing each recipient a full conference registration and hotel lodging while attending the conference for the recipient and their spouse or guest, including spouse/guest registration.

3. Associate: Associate membership may be extended to any person interested in the Mission and Objectives of the Organization, who has no direct role in school plant management activities. Associate members may attend meetings of the Association, but may not vote or hold office.
4. Sponsor: Memberships as Sponsors will be open to business concerns, industry commercial endeavors and manufacturing companies. The employees and representatives of these sponsor members may attend meetings of the Association but may not vote or hold office except for the two Sponsor Representatives who serve on the Board of Directors.

#### ARTICLE IV - DUES

Application for membership shall be made to the Association Executive Director on the Association application form. Dues must be paid prior to the annual meeting of the Association in order to maintain an active membership in the Association.

1. The annual dues of active members shall be an amount as set by the Board of Directors.
2. Life members shall not be required to pay dues.
3. The annual dues for Associate members shall be one-half of the amount set for active members.
4. The annual dues for Sponsor membership shall be an amount set by the Board of Directors. The Board of Directors shall set additional fees for sponsors who desire to participate in training seminar programs, meeting exhibit space, program advertisement and other KSPMA support.

#### ARTICLE V - OFFICERS AND DIRECTORS

##### 1. Principal Officers:

The principal officers of the Association shall be the President, President-elect, Past President, Vice President, Treasurer, Recording Secretary, Historian, Trade Show Coordinator, Superintendent Representative and Training Facilitator. The term of each office shall be for a period of one year.

##### 2. Board of Directors:

The Board of Directors shall consist of the Executive Director ten Principal Officers, ten regional directors, three sponsor directors and one KDE director.

##### Ex-officio Board members:

- A. Any Kentucky member who is actively serving as an elected officer or board member of the National School Plant Management Association shall be requested to serve as an ex-officio member of the KSPMA Board of Directors and the Executive Board Committee.
- B. Should a Kentuckian hold the NSPMA position of Executive Director/Secretary, that individual shall be requested to serve as an ex-officio member of the KSPMA Board of Directors.

#### ARTICLE VI – ELECTION OF OFFICER'S AND DIRECTOR'S

1. Election of officers shall be conducted at the annual meeting of the Association, and officers shall serve until the next election. Nominations for officers will be made by a Nominating Committee appointed by the President with the immediate Past President serving as chairperson of the Committee. The Nominating Committee shall provide nominations to the Association membership, for the following offices to be elected: Vice President, Treasurer, Recording Secretary, Historian, Trade Show Coordinator, Superintendent Representative and Training Facilitator. Members may nominate individuals prior to the Annual Meeting by notifying the immediate Past President of member names for consideration by the Nominating Committee. Nominees for Vice President must complete the Vice President Application form provided by the Executive Director. Members may nominate individuals from the floor for a specific office to

compete with the Nominating Committee recommendation at the Annual Meeting, however, the nominee for Vice President must complete the Vice President Application form and submit it to the Nominating Committee prior to the election for their review. If the nominee is not present, the nominating member shall ensure compliance, with the submission of the Vice President Application form to the Nominating Committee, before nominee's name may be placed in nomination for election. Should there be more than one candidate for the office of Vice President, from the recommendation of the Nominating Committee and nominations from the floor, the election shall be conducted by written ballot.

2. Members may nominate individuals from the floor for a specific office to compete with the Nominating Committee recommendation at the Annual Meeting, however, the nominee shall be required to sign a statement indicating acceptance of the duties of the office indicated in the bylaws prior to the election being conducted. If the nominee is not present, the nominating member shall provide a letter of nomination and a letter from the nominee indicating their acceptance of that office's duties indicated in the bylaws to the Executive Director before nominee's name may be placed in nomination for election.
3. Regional Directors shall be elected by regional membership in attendance at the Annual Meeting. The election of Regional Directors shall be staggered, with odd numbered regions elected during the odd year conferences and the even numbered regions elected during even year conferences. The election shall take place during the regional meetings conducted by the current Regional Director. The election process shall be as follows:
  1. Distribute written duties of the office.
  2. Seek nominees who understand, agree and accept the duties.
  3. Elect by ballot.
  4. Present to the Executive Director the newly elected Regional Director's contact information.

All Regional Directors may succeed themselves for an additional term or a maximum of two consecutive elected terms, with the exception being Regions 9 and 10. These two Directors may serve consecutive terms. The Superintendent, or their designee, of Fayette and Jefferson County school districts shall appoint individuals to serve a two-year term, representing the Fayette County, Region 9, and Jefferson County, Region 10, school districts.

4. The term of office for Past President, President, President-elect and Vice President shall be one year. Once elected as Vice President, the individual shall ascend the chain of offices annually, until serving as Past President.
5. The term of office for Treasurer, Recording Secretary, Training Facilitator, Historian, Superintendent Representative and Trade Show Coordinator shall be one year, but may be re-elected to successive terms.
6. The KDE Representative shall serve continuously at the pleasure of the Commissioner of Education.
7. The three Sponsor Representatives shall serve three year staggered terms. Any sponsoring member desiring to serve on the Board of Directors as a Sponsor Representative shall present a letter of application to the Executive Director thirty (30) days prior to the opening of the Association's annual meeting. This letter shall contain the individual's necessary contact information, individual's agreement to the requirements of bylaws Article XIII – Paragraph 3, and a paragraph on how the Association would benefit by the individual's serving as one of the three Sponsor Representatives on the KSPMA Board. Should the Executive Director receive no acceptable applications, he or she shall solicit an applicant from the sponsor membership. The Executive Director shall present his or her recommendation to the Board of Directors, for its approval. A Sponsor Representative may serve successive terms with a recommendation from the Executive Director and approval by the Board of Directors.
8. All new and repeat Board of Director members take office immediately upon close of the Annual Meeting. Any Board member missing three consecutive Board of Director meetings, without good cause being presented to the Executive Director, shall be notified in writing from the Executive Director their position will be declared vacant in 30 days from the date of the notification. If the member disagrees, a written response to the Executive Director must be received within 15 days of the notification as to why action to replace the position should not go forward. The final declaration of the vacant position shall be approved by the Board of Directors upon the recommendation of the Executive Director. In the event of a vacancy or an inability to serve, the Board of Directors shall appoint a member to fill the unexpired term of any Board member, except for the office of the President or President-elect. In the event the Presidency or President-elect is vacated, the President-elect and/or the Vice President shall be offered the opportunity to move into vacated position(s) accordingly, with a new Vice-President being appointed by the Board of Directors.
9. In the event the President, President-elect, Vice President or Treasurer is incapacitated, dies, exhibits inactivity carrying out their designated responsibilities or changes job responsibilities which no longer complies with active member status and the Board has not received a notice from the member resigning their elected position, the Board of Directors by a 2/3 vote of the Board members, present and voting, with proper notice, at the next Board meeting, may declare the position vacant and proceed with filling the vacant position.

## ARTICLE VII – DUTIES OF OFFICER'S & DIRECTOR'S

1. The President shall have general supervision of the affairs of the Association and shall:
  - A. Develop for Board approval the Annual Conference program, with the assistance of the Board of Directors, Executive Director and Recording Secretary. Preside at meetings of the Association, Executive Board Committee and Board of Directors.
  - B. Assist the Executive Director in coordination of his or her job responsibilities.
  - C. Appoint committee membership and serve as ex-officio member of any committees, which are organized.
2. The President-elect shall assume all duties of the President, in case of absence or resignation of the President. The President-elect shall serve as Chairperson of the Bylaws Committee.
3. The Vice President shall serve as Chairperson of the Lifetime Member Award Committee. The Vice President shall assist the President or President-elect as requested.
4. The Treasurer shall:

Keep an accurate record of all moneys received and paid out. Perform other duties that may be necessary for the conduct of this office in keeping with good business practices. The Treasurer shall be prepared to present a financial statement at all Board meetings and general membership meetings. Additional fiscal responsibilities are outlined in Article X.
5. The Training Facilitator shall:
  - A. Attend quarterly meetings of the Board of Directors at no expense for mileage or lodging to the Association.
  - B. Assist in the planning of the Annual Association Meeting.
  - C. Serve on committees as requested by the President.
  - D. Secure at least one advertisement for the Newsletter and the Conference Program Booklet.-
  - E. Act as resource for the regional directors by providing:
    1. List of vendors, both statewide and specific region availability;
    2. Coordination of training sessions and training calendars;
    3. Contacting regional directors of vendors willing to provide training and refreshments and/or meals for participants;
    4. Encouragement and support for training sessions.
  - F. Coordination with Association's Executive Director to notify all members where regional training sessions are open to all members or specific multiple regions.
  - G. Communicate with KDE Representative to implement training or information sessions that may be recommended, as a need by the Department of Education.
  - H. Assist in securing presenters for seminars and training at the Annual Association Meeting.
  - I. Encourage and promote participation from business, industry and vendors to provide training to improve school plant management.
  - J. Submit at least (1) one article for the Association's Newsletter.
  - K. Coordinate training seminars, which are multi-regional in nature and benefit KSPMA.
  - L. Attend special Board and committee meetings, as requested by the President or Executive Director.
  - M. Assist Executive Director with the Certification Program(s).
6. The Historian shall:
  - A. Attend quarterly meetings of the Board of Directors at no expense for mileage or lodging to the Association.
  - B. Encourage and promote participation and membership in the Association with all educational entities.
  - C. Communicate with officers, regional directors, members and potential members the history of the Association through articles in the Newsletter, scrapbooks, photos, pamphlets, etc.
  - D. Act as custodian of historical information and Association minutes.
  - E. Prepare at least one (1) article for the Association's Newsletter.
  - F. Serve on committees as requested by the President.
  - G. Attend special Board and committee meetings, as requested by the President or Executive Director.
  - H. Secure at least one advertisement for the Newsletter and the Conference Program Booklet.
7. The Regional Directors shall:

- A. Attend quarterly meetings of the Board of Directors at no expense for mileage or lodging to the Association.
  - B. Encourage and promote participation and membership in the Association with all educational entities.
  - C. Communicate with regional members to deliver issues, needs, concerns, improvements and ideas to the Board of Directors.
  - D. Be encouraged to plan and coordinate two training seminars per year and notify Training Facilitator of date and time.
  - E. Assist in the planning process of the Annual Association Meeting.
  - F. Maintain current list of persons involved in plant operations and maintenance throughout their region (members & non-members).
  - G. Contact all individuals (either members or non-members) at least twice per year (either by phone or letter) to inform of regional meetings, KSPMA objectives and concerns, and upcoming Annual Association Meeting.
  - H. Prepare at least (1) one article for the Association's Newsletter relevant to the objectives of the KSPMA.
  - I. Secure at least one advertisement for the Newsletter and the Conference Program Booklet.
  - J. Be knowledgeable of KSPMA bylaws and objectives of the KSPMA.
  - K. Provide a list of vendors and business contacts (names, addresses and phone numbers) that do business in director's school district to the Trade Show Coordinator, as potential members.
  - L. Serve on committees as requested by the President.
  - M. Make effort to be involved and attend National School Plant Management Association's annual meeting.
  - N. Attend special Board and committee meetings, as requested by the President or Executive Director.
  - O. Conduct and chair Regional Meeting at Annual Association Meeting to include (when required) election of the new Regional Director.
8. The Fayette County, Region 9, and Jefferson County, Region 10, Director(s) shall:
- A. Attend quarterly meetings of the Board of Directors at no expense for mileage or lodging to the Association.
  - B. Encourage and promote participation and membership in the Association within their district and other educational entities.
  - C. Communicate with members to deliver issues, needs, concerns, improvements and ideas to the Board of Directors.
  - D. Plan and coordinate a minimum of (1) one training seminar per year and notify Training Facilitator of date and time to allow other school districts within area to attend.
  - E. Assist in the planning process of the Annual Association Meeting.
  - F. Provide to the Association Executive Director a current list of persons, addresses, e-mail addresses and phone numbers involved in plant management and operations.
  - G. Contact all members and potential members in their district of regional meetings, KSPMA objectives and concerns, and upcoming Annual Association Meeting.
  - H. Prepare at least (1) one article for the Association's Newsletter relevant to the objectives of KSPMA.
  - I. Secure at least one advertisement for the Newsletter and the Conference Program Booklet.
  - J. Be knowledgeable of KSPMA bylaws and objectives.
  - K. Provide a list of vendors and business contacts (names, addresses and phone numbers) that do business with school district to the Trade Show Coordinator, as potential Sponsor Members and vendors.
  - L. Serve on committees as requested by the President.
  - M. Make effort to be involved and attend National School Plant Management Association's annual meeting.
  - N. Attend special Board and committee meetings, as requested by the President or Executive Director.
9. The Trade Show Coordinator shall:
- A. Attend quarterly meetings of the Board of Directors at no expense for mileage or lodging to the Association.
  - B. Encourage and promote participation and membership in the Association with all educational entities.
  - C. Communicate with current Sponsor membership and encourage new sponsor membership.
  - D. Solicit advertisements and vendor sponsorships for the Newsletter and the Conference Program Booklet.
  - E. Establish procedures for solicitation of vendors for conference exhibit space.
  - F. Suggest annual cost schedule and benefits for booths and partnerships.

- G. Coordinate the registration and setup of exhibit spaces.
  - H. Work with the Treasurer and Executive Director to coordinate proposed budget.
  - I. Assist in program development by suggesting Sponsor member breakout training opportunities.
  - J. Conduct annual evaluation for vendor comments and improvements.
  - K. Prepare at least one (1) article for the Association's Newsletter.
  - L. Serve on committees as requested by the President.
  - M. Attend special Board and committee meetings, as requested by the President or Executive Director.
10. The Superintendent Representative shall:
- A. Attend quarterly meetings of the Board of Directors at no expense for mileage or lodging to the Association.
  - B. Encourage participation of other Superintendents through personal, electronic and business communication contacts.
  - C. Maintain a flow of information from KASS, on information relative to KSPMA objectives.
  - D. Encourage and promote participation and membership in the Association with all educational entities.
  - E. Prepare at least one (1) article for the Association's Newsletter.
  - F. Chair the Membership Committee.
  - G. Serve on committees as requested by the President.
  - H. Attend special Board and committee meetings, as requested by the President or Executive Director.
11. The Recording Secretary shall:
- A. Attend all meetings of the Board of Directors and Executive Board Committee, recording minutes, distributing minutes and maintaining these records.
  - B. Prepare communications as needed by the Association, in conjunction with the Executive Director.
  - C. Communicate with Board members relating to meetings, conference, schedules, minutes, etc.
  - D. Assist the President and Executive Director in meeting agenda preparation.
  - E. Assist the President and Executive Director in planning the program for the Annual Association Meeting.
  - F. Assist Treasurer, President and Executive Director in budget preparation.
  - G. Assist in fulfilling Executive Director's Fiscal Responsibilities (Article X, Paragraph H.)
  - H. Assist the Executive Director in administering the Scholarship and Certification Programs.
  - I. Serve on committees as requested by the President.
  - J. Attend special Board and committee meetings, as requested by the President or Executive Director.

## ARTICLES VIII - COMMITTEES

1. Board of Directors Committee:  
The Board of Directors shall be a permanent committee and act in the name of the Association in all matters pertaining to the Association. The Board of Directors shall adopt Operating Procedures, by which the Executive Director and Executive Board shall operate the Association.
2. Executive Board Committee:
- A. The Executive Board shall consist of the following positions: Executive Director, President, President-elect, Vice-President, Past President, Trade Show Coordinator, Superintendent Representative, Treasurer and Recording Secretary. The President or Executive Director may convene meetings of the Committee for KSPMA related activities. The President shall be chairperson and President-elect shall be vice chairperson.
  - B. The Executive Board Committee shall conduct a January Planning Meeting of the Executive Board members and, invited others, to: determine goals and strategies for up-coming year, including, but not limited to growing membership and vendor sponsors, and overall improvements for services to Association membership; develop framework for the annual conference and propose training presenters and speakers; develop schedule for any special board meetings; determine need for summer seminar or other state-wide training; research need for joint state association board meetings or start-up of new state associations; determine NSPMA support and participation; and other pertinent items. Travel and expenses shall be provided by the Association. A report shall be provided for action(s) by the Board of Directors at their February meeting.

- C. The Executive Board Committee shall provide direction to the Executive Director between Board of Director meetings and serve as the Personnel Committee, providing oversight to the Executive Director. While meeting as the Personnel Committee, the Executive Director shall not have voting privileges regarding his or her job description, salary or operating procedures, but full voting rights for all other actions of the Executive Board Committee.
  - D. The Association shall encourage the Executive Committee to attend the annual NSPMA conference by paying registration and customary travel expenses for mileage, lodging and meals, in accordance with the budget and travel reimbursement operating procedures approved by the Board of Directors.
  - E. Lodging for the Executive Board Committee shall be a part of the Annual Conference expenses.
  - F. Action by the Executive Board Committee requires a minimum of four affirmative votes.
3. Other Committees:
- The President shall recommend committee chairpersons and membership to the Board of Directors for approval. The following committees, established through bylaws, shall be appointed, and any others as deemed necessary:
- Bylaws Committee: President-elect, Chm.
  - Certification Committee:
  - Financial Review Committee:
  - Finance Committee: Treasurer, Chm., Executive Director, President-elect, Recording Secretary
  - Membership Committee: Superintendent Representative, Chm.
  - Lifetime Member Award Committee: Vice-President, Chm.
  - Nominating Committee: Past President, Chm.
  - Scholarship Committee:
  - Trade Show Committee: Trade Show Coordinator, Chm., Vendor Sponsor Representatives and, others deemed necessary by the President, shall be responsible for the solicitation of vendors, coordination of the vendor show and conducting an evaluation of vendors.
  - Professional Development Committee: Training Facilitator, Chm. Encourage professional development activities for the Association; support the regional directors; and coordinate the pre-conference license training.
4. Members of all committees shall enter upon their duties immediately upon their appointments.

#### ARTICLE IX - MEETINGS

1. Meetings of the general membership of the Association for the Annual Conference shall be held at a time and place to be named by the President, after consultation and research conducted by the Executive Director, with approval by the Board of Directors, in the event action is required of the Association's full membership between annual conferences, the Executive Director may establish, with the approval of the Board of Directors, a balloting system for the Association membership to vote.
2. The Board of Directors shall meet quarterly, with the first meeting of the newly elected Board of Directors taking place at the conclusion of the annual conference and additional meetings scheduled to occur within a maximum of three month periods, ensuring quarterly meetings.
3. The President or Executive Director may call special meetings of the entire Board, portions of the Board, committee meetings or the Executive Board Committee, as deemed necessary. Travel and expenses to support any special Board meetings and committee meetings shall be provided, when approved by the President or Executive Director, per the approved budget.
4. The President or Executive Director may call meetings and conduct Association business by phone conferencing, video conferencing or by use of technology, i.e. computer e-mail, etc.
5. Regional Directors are encouraged to hold two regional meetings per year at a location of their choosing and provide the Historian with names of attendees and meeting topic(s).
6. KSPMA sponsored multi-regional or state-wide seminars or training for general membership shall be developed, promoted and a budget established and approved by the Board of Directors.

#### ARTICLE X - DISBURSEMENT OF FUNDS

The Board of Directors is responsible for budgeting of the finances of the Association.

##### (1). BUDGET

- A. A budget shall be prepared by the Treasurer, in consultation with the President, Executive Director, and Recording Secretary. Presented for review and tentative approval by the Board of Directors no

later than the Board of Director's meeting at the conclusion of the Annual Conference. The term of the budget shall be from January 1 through December 31.

- B. In preparing the budget, the Treasurer shall take into consideration historical vendor support, current and forecasted economic conditions, i.e. stock market, business climate, international conditions, Kentucky's education budget, etc. in determining the revenue sources for the budget year.
  - C. The proposed budget shall provide for those revenues and expenses outlined in Fiscal Responsibility and throughout the Bylaws, and others as deemed necessary.
  - D. The Executive Director and Executive Board Committee shall utilize the budget to operate the Association.
  - E. The Board of Directors may approve a revision to the budget during any board meeting.
  - F. Expenditures outside the approved budget require the budget to be revised and approved by the Board, with the exception of unforeseen and emergency expenditures, which may be approved by the Executive Committee, as outlined under Fiscal Responsibility.
- (2). FISCAL RESPONSIBILITY
- A. Disbursement of Association funds shall be authorized by the Executive Director in accordance with the Board approved budget or specific disbursements approved by the Board of Directors.
  - B. The Executive Director is given authority to hire additional workforce to meet the Association's needs and objectives, in accordance with the approved budget, and with the approval of the Executive Committee, acting as the Personnel Committee.
  - C. Unforeseen and emergency expenditure(s) outside the approved budget of \$1,000.00, between Board meetings, may be approved by four members of the Executive Board Committee, with said approval being conveyed to the Executive Director for action. These expenditures are subject to review by the Board of Directors at the next Board meeting. Such disbursements may include unforeseen needs and costs, unbudgeted conference planning expenses, travel, meeting expenses, regional meeting expenses and per diem expenses for the Board of Directors.
  - D. Prior approval of conference expenses shall be made by the Board of Directors through the budgeting process, as a budget line item, broken down into various conference expense line items.
  - E. Expenses for meals and other costs, including travel, to accommodate meetings of the Board of Directors, Executive Board Committee, Committee meetings and membership shall be authorized by the Executive Director or President, per the budget approved by the Board of Directors.
  - F. The budget shall contain a budgeted source of funds for each Regional Director to conduct his or her annual operations and for meals during these meetings. If Vendor Sponsors do not provide the financial support for these meetings and the director has exceeded his or her budget, they may request additional funding approval from the Executive Board Committee on a per occurrence basis, prior to the activity occurring.
  - G. KSPMA members serving as an elected Officer or as a Director to the NSPMA Board of Directors shall have their expenses paid to attend the annual NSPMA conference and Board of Director meetings. Expenses shall include registration and customary travel expenses for mileage, lodging and meals, in accordance with the budget and travel reimbursement operating procedures approved by the Board of Directors.
  - H. Authority to execute contracts for hotel lodging, conference space, food and beverage, speakers, travel, entertainment, committing funds for the annual conference and Board meetings, etc. shall be limited solely to the Executive Director and Recording Secretary.
    - Should the Executive Director or Recording Secretary be unavailable or able to perform his or her duties, the Executive Board Committee shall select one of its' members to act on the behalf of the Association to execute contracts and approve financial expenditures. Should the Executive Committee fail to gain a majority agreement on the person to act on behalf of the Executive Director, the President shall call a Board meeting to resolve any issues.
  - I. The Treasurer shall establish a checking account in a licensed bank in the name of the Association subject to the approval of the Board of Directors. The Treasurer, subject to review by the Board of Directors, is solely responsible for the checking account and any other account containing Association monies.
    - a) The Association shall secure and keep in effect a Treasurer's Bond for the Treasurer, who acts as the agent for the Association, of a size not less than 90% of the previous year's largest total available Association fund(s) balance.
    - b) Should the Treasurer be unavailable or able to perform his or her duties, the Executive Board Committee shall select one of its' members to act on the behalf of the Association to sign and issue checks on behalf of the Association, per approved financial expenditures from the Executive Director. Should the Executive Committee fail to gain a majority agreement on the person to act on behalf of the Treasurer, the President shall call a Board meeting to resolve

any issues. Checks written during the absence of the Treasurer shall require two signatures from the Executive Board Committee, until the Treasurer returns or a new Treasurer is put in place and properly bonded with a Treasurer's Bond.

- J. The President shall appoint a Finance Committee of the President-elect, Treasurer, Executive Director and Recording Secretary and any other members desired to review Association financial procedures and investment policies each year. The Treasurer shall chair the Committee. A Finance Committee report shall be made to the Board of Directors by the Treasurer at the quarterly meetings, for the Board's review and possible action.

- K. Scholarship fund receipts may be expended to:

- a) Award scholarships to individuals, post-secondary institutions and school districts, private or public;
- b) Pay travel expenses, i.e. registration, mileage, meals, lodging, etc. for the KSPMA Annual Conference or KSPMA sponsored seminars;
- c) Sponsor new state associations;
- d) Foster the expansion or provide assistance to current state associations;
- e) Build and foster partnerships with other state associations through joint meetings and joint activities; and
- f) Pay travel expenses to the NSPMA Annual Conference and NSPMA sponsored training seminars.

Per the budget, as approved by the Board of Directors.

#### ARTICLE XI - AMENDMENTS, RULES, QUORUM

1. Amendments or revisions to the bylaws may be proposed in writing to the President-elect by any Association member, at least 60 days prior to an Association meeting. The President-elect and Bylaws Committee shall present proposed amendments or revisions, submitted by others or developed by the Committee, to the Board of Directors for their consideration, at least 30 days prior to the Association meeting. The President shall then present the proposed amendments to the general membership at its Annual Association Meeting with the Board of Directors' recommendation to adopt or reject. Acceptance of amendments or revisions shall be determined by a majority of the active members present. Changes go into effect immediately upon adoption.
2. The rules contained in Robert's Rules of Order, Revised (75<sup>th</sup> Anniversary Edition) shall govern the Association.
3. The quorum requirement for action(s) at a meeting of the Association shall be met by those members in attendance during the Business Session when action(s) are proposed.
4. The quorum requirement for action(s) of the Board of Directors during their meetings, shall be met by 10 (ten) board members being in attendance.

#### ARTICLE XII - POLICY

1. The Association shall operate as a 501c3 non-profit organization with the officers of the organization receiving no salary or remuneration except expenses as required in the conduct of Association business.
2. The financial records of the Association shall be audited by a committee appointed by the President each year. The records of the Association shall always be open to the public.
3. No member of the Association or any officer shall have as an individual any interest in or title to the assets of the Association and such assets shall be devoted exclusively to the purpose of the Association.
4. In the event of dissolution and voluntary surrender or revocation of the Association, all assets belonging to the Association shall be distributed equally, as determined by the Board of Directors, to school districts and state colleges in the Commonwealth of Kentucky.

#### ARTICLE XIII - BUSINESS, INDUSTRY & VENDOR PARTICIPATION

1. Business, industry and/or vendor Sponsor memberships in the Association are available by application from the Association Executive Director and payment of an annual membership fee. Fees are due prior to the annual Association meeting.
2. Sponsor rights and privileges:
  - A. Sponsors may attend Association general membership and regional meetings.
  - B. Sponsors will be included in all regular mailings of the Association.

- C. Sponsors will be allowed to participate in presentations and display products, etc, at general membership meetings under the rules and guidelines established by the Association Board of Directors.
  - D. Sponsors will have no voting rights.
3. The Sponsor Representatives on the Association Board of Directors shall:
- A. Be the point contact to handle all communication by Sponsors with the Association Board.
  - B. Attend quarterly meetings of the Board of Directors to represent Sponsors at no expense for mileage or lodging to the Association.
  - C. Be responsible to coordinate all product displays, Sponsor participation, and Sponsor-oriented materials for general membership meetings of the Association.
  - D. Encourage and promote vendor participation and support for the Annual Association Meeting.
  - E. Solicit sponsorship for advertising and financial support of the Newsletter, Conference advertisement and program printing.
  - F. Assist in planning process of the Annual Association Meeting and Certification Programs.
  - G. Assist Trade Show Coordinator in vendor setup and booth assignment at Annual Meeting.
  - H. Solicit and secure door prizes and conduct drawing and prize program at Annual Meeting.
  - I. Solicit training topics available from business and industry and convey to Training Facilitator.
  - J. Secure and submit (1) one technical article of new or improved product or method in area of buildings and grounds for the Association's Newsletter.
  - K. Solicit an evaluation of the vendor participants and convey those issues, needs, concern, improvements and ideas to the Board of Directors.
  - L. Serve on committees as requested by the President.
  - M. Attend special Board and committee meetings, as requested by the President or Executive Director.
  - N. Plan and coordinate a recreational activity for membership participation at the Annual Meeting, should the Board of Directors approve.

#### ARTICLE XIV - KDE REPRESENTATIVE

- A. Attend quarterly meetings of the Board of Directors at no expense for mileage or lodging to the Association.
- B. Encourage and promote participation and membership with the Department of Education (KDE) and other public employees.
- C. Assist in the planning of the Annual Association Meeting.
- D. Develop a working relationship between the KDE and members to foster the progress and improvement of educational programs through adequate facilities, environment and operational management.
- E. Provide through the Association, information on activities and concerns of the Kentucky General Assembly, KDE, and other statewide issues that pertain or impact Kentucky School Plant Managers.
- F. Assist members in the proper procedures required by the KDE to facilitate the processes or programs conducted by the Department.
- G. Act as liaison between Association and Commissioner of Education in transmitting issues to and from the Association.
- H. Serve on committees as requested by the President.
- I. Make every effort to be involved and attend National School Plant Management Association's Annual Meeting.
- J. Attend special Board and committee meetings, as requested by the President or Executive Director.
- K. VACANCY - KDE REPRESENTATIVE: Notification by the President of KSPMA shall be made to the Commissioner of Education of the vacancy and duties of the KDE Representative for the appointment of a new representative.

#### ARTICLE XV - IMMEDIATE PAST PRESIDENT

- A. Attend quarterly meetings of the Board of Directors at no expense for mileage or lodging to the Association.
- B. Serve as chairperson of the Nominating Committee.
- C. Encourage and promote participation and membership in the Association with all educational entities.
- D. Assist in the planning process of the Annual Association Meeting.
- E. Prepare at least (1) one article for the Association's Newsletter relevant to the objectives of the KSPMA.
- F. Be knowledgeable of KSPMA bylaws and objectives of the KSPMA.
- G. Serve on committees as requested by the President.

- H. Make effort to be involved and attend the National School Plant Management Association's (NSPMA) annual meeting.
- I. Serve as NSPMA State Representative for Kentucky at the annual NSPMA Conference. Past President may name a designee to take his or her place, at their discretion.
- J. Attend special Board and committee meetings, as requested by the President or Executive Director.

#### ARTICLE XVI – EXECUTIVE DIRECTOR

- 1. The Position of Executive Director for the Kentucky School Plant Management Association is established. The Board of Directors shall determine the job description, remuneration and appropriate budget for the office.
- 2. A written contract shall be entered into, on a calendar year basis, effective January 1 through December 31, unless paragraph 7 is applicable.
- 3. The Board of Directors shall give full consideration to KSPMA budget conditions annually, prior to issuance of a new contract.
- 4. The decision, budget and scope of work for this position shall be determined each year. The Board of Directors shall approve a new contract each year by December 31<sup>st</sup>.
- 5. The contract shall provide a thirty (30) day notice of contract cancellation by either party, with no cause required to be given.
- 6. A copy of each year's contract, job description and position's budget shall be kept by the Executive Director and made available to the membership, upon request.
- 7. Should it be in the best interest of the Association, the Board may offer a multi-year contract to the Executive Director.

#### ARTICLE XVII – SCHOLARSHIP PROGRAM

- 1. The Association shall promote post secondary education through a Scholarship Program in the various fields of study which makes up the broad category of school plant management, with specific skills relating to maintenance, custodial and operation of physical plant. The program shall be available to high school or GED graduates and school employees desiring to further their skills.
- 2. The Board of Directors shall make a budget determination, annually, as to the extent of scholarship funding available. The financial awards shall be made directly to the post secondary educational institution. =
- 3. The President shall appoint a Chairperson of the Scholarship Committee.
- 4. The Scholarship Committee shall submit to the Board recommendations for the application, dates for submittal, eligibility, and size and length of award each year in accord with the established budget.
- 5. The Scholarship Committee with the assistance of the Regional Directors shall publicize the Scholarship Program.
- 6. The Scholarship Committee shall review and recommend to the Board a slate, containing proposed scholarship recipient(s), for approval by the Board.
- 7. The Recording Secretary shall correspond with recipient(s) and ensure financial award(s) are received by the intended post secondary institutions.

#### ARTICLE XVIII – PAST PRESIDENTS

- 1. The Association, desiring to encourage continued support and involvement by the past presidents of the Association, invite the past presidents to attend any seminar or conference, sponsored by the Association, with the registration fee being waived. Costs outside any registration fee will be borne by the individual.
- 2. A Past Presidents Committee shall be established and chaired by the Immediate Past President. The annual conference program shall establish a time and place for them to meet. The committee shall discuss and advise the Board of Directors and membership of their recommendations during the Business Session of ways to improve the quality, performance and overall health of the Association.

#### ARTICLE XIX – CERTIFICATION PROGRAM

1. The Association shall promote membership continuous improvement through the development and implementation of a certification program for its members and potential membership. The program shall meet the needs of the various skill and management levels.
2. The program shall be administered to provide a certificate and re-certification through annual continuing education units to maintain certification.
3. The Executive Director shall recommend to the Board of Directors for their approval, adopting an established program, create a Kentucky specific program or create a hybrid program of established and Kentucky specific. If the opportunity arises, establishing a joint-venture with another organization or the Kentucky Department of Education may be considered.
4. The Board of Directors shall budget adequate funds annually to ensure the certification program meets its financial responsibilities.
5. The President shall appoint a Certification Committee and its chair.
6. The Certification Program shall be administered by the Executive Director and Recording Secretary or designee, under the guidance of the Certification Committee and with Board approval.
7. The Certification Committee shall be responsible for promoting the program with the assistance of the Regional Directors.

Revised & Approved 10-28-11

**ATTACHMENT # 1**

The following counties, inclusive of county and independent school districts, make up the eight regions of the State. Fayette County and Jefferson County school districts have individual representation on the Board of Directors, and as such, are not eligible for regional director election. Members from Fayette and Jefferson County school districts are not allowed to vote for Regional Directorships. If attendance at the Annual Conference from other education entities besides the public school district occurs for three successive years for either Fayette or Jefferson counties; at the next Annual Conference, that county shall become a region and conduct a regional meeting and elect a new Regional Director.

<b>REGION 1</b> Ballard Caldwell Calloway Carlisle Christian Crittenden Fulton Graves Hickman Livingston Lyon Marshall McCracken Todd Trigg	<b>REGION 2</b> Butler Breckinridge Daviess Grayson Hancock Hardin Henderson Hopkins LaRue McLean Meade Muhlenberg Ohio Union Webster	<b>REGION 3</b> Anderson Boyle Bullitt Casey Franklin Garrard Lincoln Nelson Marion Mercer Oldham Shelby Spencer Washington	<b>REGION 4</b> Adair Allen Barren Clinton Cumberland Edmonson Green Hart Logan Metcalfe Monroe Russell Simpson Taylor Warren Wayne
<b>REGION 5</b> Bell Breathitt Clay Knott Knox Harlan Laurel Lee Leslie Letcher McCreary Owsley Perry Pulaski Whitley	<b>REGION 6</b> Bath Bourbon Clark Estill Harrison Jackson Jessamine Madison Menifee Montgomery Nicholas Powell Rockcastle Scott Woodford	<b>REGION 7</b> Boone Bracken Campbell Carroll Gallatin Grant Henry Kenton Lewis Mason Owen Pendleton Robertson Trimble	<b>REGION 8</b> Boyd Carter Elliott Fleming Floyd Greenup Johnson Lawrence Magoffin Martin Morgan Pike Rowan Wolfe

**Region 9:** Fayette County

**Region 10:** Jefferson County