

MODEL CHAPTER BYLAWS
(To be filed with AFE Headquarters)

ARTICLE I—NAME AND LOCATION

The name of this organization shall be the _____ Chapter (#) of the Association for Facilities Engineering (AFE). This chapter is generally located in _____, which is defined as its major geographic service area.

ARTICLE II—OBJECTIVES

The objectives of this chapter shall be the same as the organization purposes defined in the AFE Bylaws. The major focus of this chapter's programs and activities shall be in fulfillment of the needs and expectations of members generally located in the chapter's service area.

ARTICLE III—USE OF FUNDS

The chapter shall use its funds only to accomplish the purposes and objectives referenced above. No funds shall insure to the benefit of, or be distributed to, the members of this chapter of AFE. (Note: This a standard clause that protects the chapter. It should not be construed to preclude member expense reimbursement, where duly authorized by the Chapter.)

ARTICLE IV—MEMBERSHIP

All members of this Chapter must be members of AFE. All requirements for membership—application, rights and privileges, and expulsion—shall be defined in the AFE Bylaws.

ARTICLE V—DUES

Chapter dues are as specified by the chapter's Board of Directors, with the approval of the Chapter's membership.

ARTICLE VI—MEETINGS

Section 1: Chapter Meetings. Regular meetings of this Chapter shall be held at the time and place designated by the chapter President, or the chapter's Board of Directors, upon 15 days notice.

Section 2: Quorum; Voting. A quorum shall consist of 40% of the (voting) Members. A majority of those Members present and voting shall govern.

Section 3: Conduct of Chapter Meetings. Chapter meetings shall be chaired by the chapter President. In the absence of the President, meetings are chaired by the Vice President, or other

chapter officer selected by the President. The meeting shall be conducted according to Article XI of these Bylaws (Rules of Order).

ARTICLE VII—BOARD OF DIRECTORS

Section 1: Authority. The chapter's Board of Directors shall be the governing body of the chapter. The Board may delegate portions of its authority to the chapter Executive Committee.

Section 2: Composition. The Board shall consist of eight individuals: the five officers—a President, Vice-President, Secretary, Treasurer, and Immediate Past President; and three directors. The officers shall constitute the Executive Committee. All are elected by the (voting) Members of the Chapter. The President is the Chapter Delegate unless he is not a full Member. In this case, the President must designate an Alternate Delegate, who must be a full Member.

Section 3: Nomination and Election. (A) Nominating Committee: The Immediate Past President shall be the chairman of the Nominating Committee, which shall be composed of two additional members selected by the President. (B) Timing; Nominating Process: In the fall of each year, the Nominating Committee shall present a candidate from among the members of the chapter for each position on the Board about to be vacant. Elections may be conducted at a regularly scheduled chapter meeting or by 30-day mail ballot.

Section 4: Term of Office. The term of office is one year for all officer positions, and three years for the three Director positions (staggered so that one director is elected each year.) Any officer may serve a maximum of two consecutive terms in the same office. Directors may serve a single, three-year term as a Director. All terms of office, as well as the administrative and fiscal year, shall commence on January 1.

Section 5: Board Meetings; Quorum. The Board shall meet no less than four times each year at the time and place designated by the chapter president. In meetings of the Board, 50% of the Board members being present, shall constitute a quorum. Meetings shall be conducted according to Article XI (Rules of Order).

ARTICLE VIII—DUTIES OF OFFICERS AND DIRECTORS

A. President: Presides at all meetings of the Chapter, Board, and Executive Committee; appoints all committees; is responsible to the chapter members for efficient and effective conduct of chapter affairs.

B. Vice President: In the absence of the President, presides at all meetings. Additional duties are as assigned by the President.

C. Vice President, Membership: reports to chapter president, chairs chapter membership committee and coordinates membership retention and new membership activities with regional membership chairman.

D. Secretary: Responsible for official meeting minutes; chapter records, and related activities.

E. Treasurer: Keeps an accurate record of all receipts and disbursements; submits summary financial statement to AFE (for use with group tax exemption); makes payments with approval of the Executive Committee; submits reports at each chapter meeting or otherwise as directed by the President; prepares annual budget.

F. Immediate Past President: Chairs the Nominating Committee, serves as advisor to the President.

G. Directors: The duties of the three directors are as defined by the President, with the approval of the Board.

ARTICLE IX—SPECIAL AND STANDING COMMITTEES

Section 1: Standing Committees

There shall be, among others, the following standing committees:

- (A) Nominating
- (B) Membership
- (C) Planning and Budget
- (D) Programs
- (E) Professional Development
- (F) Promotion, Publicity and Public Relations
- (G) Publications and Periodicals
- (H) College and University Relations

Section 2: Special Committees. The President, with the approval of the Board, may appoint such task forces, study groups, sub-committees and the like as warranted.

Section 3: Authority; Reporting. The specific charge of each committee—both standing and special—shall be as specified by the President, with the approval of the Board. All committees shall report to the Board of Directors through the committee's chairman or otherwise as directed by the Board.

ARTICLE X—FINANCE

In advance of the upcoming year, a budget shall be developed under the direction of the treasurer, and approved by the Board of Directors, covering the next fiscal year.

ARTICLE XI—RULES OF ORDER

The rules contained in the current edition of Robert's Rules of Order shall govern the conduct of all meetings.

ARTICLE XII—DISSOLUTION

In the event of dissolution of the chapter, all funds and other assets will be turned over to AFE.

ARTICLE XIII—AMENDMENTS

Amendments may be proposed by: (1) the chapter's Board of Directors on its own initiative; or (2) written petition signed by 25% of the (voting) Members of the chapter. Amendments will be approved upon a two-thirds vote of those Members qualified and voting by 30-day mail ballot.