

**BYLAWS
Of the
OPERATIONS AND FACILITY COUNCIL
Of the
STATE OF WASHINGTON
COMMUNITY AND TECHNICAL COLLEGES**

ARTICLE I

MEMBERSHIP

Section I

Eligibility of Membership

An employee of the Washington State Community and Technical College System (SBCTC) or partnered 4-year University on a joint campus, specifically those employed and tasked with management of campus facilities and related personnel. Individuals who hold overall supervision of the plant operation function at their institution will be considered the General member and hold the voting responsibility of their member institution. Other eligible non-voting membership categories, like Affiliate and Associate, are described in detail in Article 1, Sections 4, 5, 7, and 8.

Section II

Appointment to Membership

General members will be appointed to the *Council* by their Supervisor, typically a BAC member, at their member institution. Affiliate members are appointed by the General member of the respective institution. Associate and other member categories are reviewed and approved of by the *Council* General membership.

Section III

Council Business Plan

At the spring meeting the *Council* will develop a Business Development plan for the following year. This plan will be forwarded to BAC for approval. The *Council's* plan becomes part of the BAC plan which is forwarded to the WACTC Executive Committee for authorization and approval of the annual budget.

Section IV

Member Emeritus

The member emeritus status may be granted by the *Council* membership to members, who upon retirement have had a minimum of ten (10) years of service in the *Council*. The minutes will be provided free of charge to the member emeritus upon their yearly written request to the Chairperson.

Section V

Honorary Members

Persons outside of the *Council* who have rendered exceptional and meritorious service in promoting the purposes for which the *Council* stands

or persons of national stature may be elected to honorary membership in the *Council* upon the recommendation of three (3) members and by a majority of votes cast by members present and voting in any semi-annual meeting.

Section VI

Meritorious Service

Active members of long standing who have performed particularly meritorious service for the success of the *Council* may be awarded a certificate of Meritorious Service upon a majority vote of the membership and such awards shall be made at a meeting of the *Council*. Not more than three (3) Certificates of Meritorious Service shall be awarded at any meeting nor shall the total number of such Certificates held by active members at any one time be more than one for every five members.

Section VII

Associate Members

Associate membership may be granted to any individual whose profession is advisory or consistent with the occupation of the members herein, and that specifically this associate membership may not be granted to any vendor or service-oriented individual. An Associate member must be recommended by three (3) General members and then accepted by a majority vote of the General members present and voting at a semi-annual meeting.

Section VIII

Affiliate Members

Affiliate membership may be granted to any employee of a member institution who performs as a supervisor in the plant operations function of their institution. Application for Affiliate membership will be recommended by the General member from the institution to the chairperson of the *Council*. The chairperson will notify the applicant of their acceptance or rejection.

ARTICLE II

FINANCES

Section I

Council Expenses, Income, and General Fund

No annual dues are chargeable to its members by this *Council*. Registration fees are charged to members for meetings and will be utilized to pay for meeting related expenses. All income shall be deposited in the general fund which is held at the College of the appointed Treasurer and shall be available to pay the expenses of the *Council* as provided in the constitution. Guest speakers at meetings will not be required to pay for registration fees.

Section II

Audits

The chairperson shall oversee fiscal arrangements of the *Council* and will delegate handling and accounting of *Council* funds to the Treasurer. The Chairperson can call for an audit of the *Council* funds and accounts.

Section III

Publications

The minutes of the *Council* shall be compiled from the minutes of the semi-annual meetings by the Secretary. The minutes shall be published within forty-five (45) calendar days after each regular meeting.

ARTICLE III

COMMITTEES

Section I

Appointment of Committees

To facilitate long-range programs of the *Council*, all committees that will function for longer than one (1) year shall have their members appointed for staggered terms of service. Replacements for those retiring will be made each year. The termination date for committee members shall be the day following the end of the semi-annual meetings.

Section II

Committees on Programs

With the approval of the chairperson of the *Council*, committees on programs for the semi-annual meetings shall be appointed by the chairperson in charge of respective meetings.

ARTICLE IV

REGIONAL ASSOCIATIONS

Section I

Affiliations

The body of this membership recognizes the *Association of Physical Plant Administrators* and will be supportive to the national body and to the *Pacific Coast Association of Physical Plant Administrators*, which is a part of the national organization. The chairperson of the *Operations and Facility Council* may speak for the membership at meetings of APPA or PCAPPA.

ARTICLE V

POWERS AND DUTIES OF OFFICERS –EXECUTIVE COMMITTEE

Section I

Chairperson

- A. The chairperson shall be the executive officer of the *Council*
- B. He/she/they shall preside over the meetings of the *Council*
- C. He/she/they shall be responsible for the general supervision and directions of the affairs of the *Council* should an emergency occur between board meetings that is not covered in the bylaws or in the constitution, the chairperson shall have the authority to act with the concurrence of the vice-chairperson. The emergency and the action taken shall be reported at the next *Council* meeting.
- D. He/she/they shall represent or appoint someone to represent the *Council* at conferences and ceremonies to which the *Council* has been invited and should have representation

- E. He/she/they shall have authority to appoint all committees of the *Council* not otherwise provided for when needed to further the aims and objectives of the *Council*
- F. In the year following the chairperson's term leading the Council, it is requested the individual be available to provide counsel to the succeeding *Council* chairperson and officers as an additional resource in *Council* business.
- G. The chairperson position may be held only by a General member of the *Council*.

Section II

Vice-Chairperson

- A. The vice-chairperson shall occupy the office and assume the function of the chairperson in the absence of the chairperson
- B. He/she/they shall perform such other duties as the chairperson may determine
- C. He/she/they shall thoroughly acquaint themselves with the affairs of the *Council* in order that he/she/they may provide capable leadership when he/she/they becomes chairperson following their term as vice-chairperson
- D. He/she/they shall assist the chairperson in every way possible in order that he/she/they will be better prepared to plan and manage meetings that he/she/they will be responsible for
- E. The vice-chairperson position may be held only by a General member of the *Council*.

Section III

Secretary

- A. The secretary shall give notice of meetings to the membership as requested by the chairperson
- B. He/she/they shall keep a record of the semi-annual business meetings as well as all other meetings of the membership
- C. He/she/they shall serve as secretary to members and shall perform such other duties as may be assigned to their office by the chairperson
- D. The secretary shall be appointed by the chairperson and confirmed by the members of the *Council* and shall perform all duties as listed above.
- E. The secretary position may be held by either a General or Affiliate member of the *Council*.

Section IV

Treasurer

- A. He/she/they shall receive directions from the chairperson on the funds available for staffing meetings and provide all registration/invoicing for *Council* approved meetings as required
- B. He/she/they shall render a full accounting of all receipts and expenditures to the members through the chairperson
- C. He/she/they shall serve as treasurer to members and shall perform such other duties as may be assigned to their office by the chairperson
- D. The treasurer shall be appointed by the chairperson and confirmed by the members of the *Council* and shall perform all duties as listed above

- E. The treasurer position may be held by either a General or Affiliate member of the *Council*.

Section V

OFC Liaison

- A. The OFC Liaison will represent the OFC during BAC meetings and other committees where appropriate. This is a three-year term with an additional two years approved by OFC membership.
- B. He/she/they may be requested by Chair to represent the Council at other conferences and ceremonies to which the Council has been invited and should have representation
- C. He/she/they will report back to the Chair and committee on relevant details and items requiring action by the council.

ARTICLE VI

TERM OF OFFICE

The chairperson and the vice chairperson each shall serve for one (1) year. At the end of one (1) year the vice chairperson will succeed the chairperson and a new vice chairperson will be elected by the *Council*. Secretary and treasurer terms will be two years with staggered service. The Liaison will serve a three-year term with two additional years approved by the council during annual business meetings. **Term of office shall run from July through June.**

ARTICLE VII

AMENDMENTS

These Bylaws may be amended at a regular scheduled meeting by a two-thirds vote of institutional members of the *Council* present and in good standing, including votes of members who vote by proxy, provided the proposed amendment was read at the previous regular meeting or was approved by the executive committee and a copy provided to all members in good standing at least 30 days prior to the meeting.