

BAC Cap 1a2

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

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**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 his/her institution will be considered the General member and hold the voting responsibility of his/her 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 his/her 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 his/her 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 his/her 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 his/her 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 shall preside over the meetings of the *Council*
- C. He/she 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 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 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 shall perform such other duties as the chairperson may determine
- C. He/she shall thoroughly acquaint themselves with the affairs of the *Council* in order that he/she may provide capable leadership when he/she becomes chairperson following his/her term as vice-chairperson
- D. He/she shall assist the chairperson in every way possible in order that he/she will be better prepared to plan and manage meetings that he/she 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 shall keep a record of the semi-annual business meetings as well as all other meetings of the membership
- C. He/she 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 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 shall render a full accounting of all receipts and expenditures to the members through the chairperson
- C. He/she 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*.

## 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. **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.