

**MASSACHUSETTS FACILITIES ADMINISTRATORS  
ASSOCIATION, INC.**

**BYLAWS**

**November 15, 2022**

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# Massachusetts Facilities Administrators Association Bylaws

## Article I. ORGANIZATION NAME

This organization shall be known as the Massachusetts Facilities Administrators Association, Inc. ("MFAA" or "the Association").

## Article II. MISSION STATEMENT

- (a) The mission of the Association is and includes, (a) the development of closer professional relationships, exchanges, and understandings among those concerned with the care, operation, and maintenance of municipal buildings and grounds; (b) providing a forum for the discussion and analysis of problems and conditions commonly related to municipal facilities and grounds; and (c) the identification of other issues of mutual interest to the Association's members relating to their work as Massachusetts Facility Leaders.
- (b) The Association's strategies in accomplishing its mission shall include, but not be limited to, the following:
- 1) Provide and direct a forum for the Association's members responsible for municipal facilities, and otherwise making available to members a productive and informed educational environment, including by the holding of regular monthly meetings and discussions.
  - 2) Provide professional development through our Educational Sub-Committee.
  - 3) Promote leadership to our Members and other related professionals through the presentation and exchange of data, information, ideas and ideals germane to the management of municipal facilities.
  - 4) Support and educate policy-makers so that the interests of our members are addressed and promoted, in order to improve the educational environment of municipal facilities for members and the general public.
  - 5) Pursue the above objectives in a non-sectarian, nonpartisan and non-discriminatory manner.

## Article III. MEMBERSHIP

- (a) The constituent membership of the Association shall consist of Active, Retired, Junior, Associate and Honorary Members.
- (b) An Active Member shall be any individual living or working in Massachusetts, whose job or other professional responsibilities meet the following criteria:
- 1) An Active Member's job description consists of the authority over, approval of, supervision of, care of and maintenance of any town or school facility in Massachusetts.
  - 2) An Active Member's job or other professional responsibilities include the budgeting and management, operation, and maintenance of, city or town buildings, grounds, and systems, including operations and/or real property services as well as capital and infrastructure planning and support.
  - 3) Any Active Member, upon retirement from his/her regular employment as a municipal facilities manager, may change their membership to Retired by updating his or her profile information with a viable email address on the website and as such, shall be exempt from the payment of Dues; shall retain full access to the rights and privileges of active members - provided the Secretary and Treasurer approve the change. A Retiring Member may submit a request for Honorary Membership in writing to the Executive Committee and shall include a summary of the applicant's professional and employment history as a municipal facilities manager in Massachusetts. The Board of Directors shall vote upon each such request.

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4) Honorary Membership may be granted by vote of the Board of Directors for persons of special interest or significance to the mission of the Association. Such Honorary Members will be exempt from dues and must subscribe to the MFAA's policies in setting up their membership profile, will be blocked from forum participation, will have full access to other Member rights and privileges – except for voting, holding office and counting towards a quorum.

(c) A Member may be expelled from membership upon the recommendation of the Association's Board of Directors and the subsequent majority vote of the Association's Active Members (voting by secret ballot) upon proof sufficient to the Board and to the Active Members of the Member's serious misconduct in connection with his Association membership, or upon any other grounds that are reasonably likely to cause substantial injury or dishonor to the Association, its mission, its membership, and/or reputation within the profession it seeks to serve. The affected Member shall be given the opportunity to be timely heard on the grounds proffered for his/her expulsion prior to the vote of the Active Members, and may — in the discretion of the Board of Directors — be heard by the Board before the Board determines its recommendation regarding the Member's expulsion. No Member so expelled shall have any right to reinstatement except as the majority vote of the Board of Directors and Active Members may subsequently determine. No expulsion or any evidence proffered in support of such expulsion will create, establish, or otherwise give rise to a right of claim by the expelled Member against the Association, any director, any Officer, or any other Member. Any Honorary Member may be expelled upon the vote of the Association's Board of Directors.

(d) A Junior Member shall be an enrolled student at a recognized college in a program of studies related to Facilities Administration.

1. Facilities Administration includes building operation, energy management, and criteria stated in section (b) 1), (b) 2) and (c) above.

2. Dues and term of membership for a Junior Member shall be established by Policy of the Education Committee, and should be established in collaboration with the Schools attended by persons applying for Junior Membership.

3. Such Policies and promotional efforts are subject to approval of the Board of Directors. It is intended that Junior Members will be encouraged to support MFAA events by assisting in the work of the event(s) where they will have opportunity to meet and learn from Members, Sponsors and Professional Associates.

(e) Associate Members shall meet the same criteria as Active Members in Section (b) above, except they shall be employed out of state. Dues and event participation shall be on a par with Active Members.

### Article IV. FISCAL YEAR

(a) The Fiscal Year of the Association shall be from January 1<sup>st</sup> through December 31, to conform with IRS filing rules.

(b) The Program Planning may continue to run in concert with Executive Elections and School years, with the budget extended to meet IRS rules.

### Article V. DUES AND FEES

(a) Effective July 1, 2020 annual dues are payable to the Association by September 1<sup>st</sup> of each year shall be as follows:

1) Active and Associate Members **\$325.00** [Dues become \$350.00 after September 1]

2) Honorary Members and Retired Members - Exempt

(b) Any Member is subject to suspension from the Association, including the Member's rights and privileges, for delinquency of dues after four months from the beginning of the fiscal year.

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- (c) The Treasurer shall notify the Member[s] in writing by September 15th of their non-payment of dues and email the Secretary to remove their membership privileges [from the Website, etc.].

### Article VI. OFFICERS

(a) The Officers of the Association shall be a President, a Vice President, and a Secretary; each of whom shall be elected at the Association's regular October membership meeting (which ordinarily will follow the Association's annual conference in the Fall), by a majority vote of Active Members present at said October meeting. The office of Treasurer shall be appointed by the Board of Directors within four months of their election **typically** after the four year term of the Treasurer has expired. Only Active Members in good standing may stand for election, and only Active Members in good standing may vote for Officers at any Association election. The vote for Officers shall be by either secret ballot or by acclamation, as the Nominating Committee may determine. The place, date, and time of the vote shall be published to the Association's active membership in advance of the vote. The term of elected Officers shall be two (2) years for the President, Vice President, and Secretary and four (4) years for the Treasurer, and shall run from the day following their election through the day on which their successors are elected. Previously elected Officers are not disqualified from running for election to other Officer positions upon the expiration of their terms, but the Association declares its policy and recommendation that each President be immediately succeeded by its Vice-President, and that each Vice-President be immediately succeeded by its Secretary, as stated in Article VIII section 2 b below. Officers, except the Treasurer shall not be compensated for their services as officers, but may be reimbursed for expenses reasonably and actually incurred by them in connection with their work as an Officer, but only upon the advance written approval of the Association's Board of Directors. This slate of four officers shall also be known as the Executive Committee.

(b) **PRESIDENT:** The President is the executive officer of the Association and its primary spokesperson. The President shall establish and publish dates for, and shall convene, all meetings of Association's Board of Directors. The President shall preside at meetings of the Board of Directors and of the Association's membership at the Association's annual conference; and shall perform other duties as may be necessary for the reasonable operation of the President's office and his/her obligations as President. In accordance with Association Policies and Generally Accepted Best Accounting Practices, the President is required to physically or virtually co-sign Association checks, with the Treasurer, over a certain threshold or for other sound business reasons.

(c) **VICE-PRESIDENT:** The Vice-President shall assist the President in the President's work. The Vice-President shall also bear the title of, and responsibilities as, Chair of the Association's Education Committee, and in that capacity he/she shall, in addition to managing the work of the Committee, promote membership in the Association. The Vice-President shall prepare an agenda for any meeting. At a minimum, the agenda shall consist of standard meeting protocols, including; call to order, approval of previous meeting minutes, approval of Treasurer's report, and any other items requested by the Board of Directors. Each agenda shall be filed with the Secretary's approved minutes and Treasurers report in accordance with Association Policy and IRS standards. The Vice-President shall perform other duties necessary for the conduct of his/her office or as may be assigned by the President.

(d) **SECRETARY:** The Secretary shall be responsible for maintaining the minutes of Association meetings, and for disseminating such minutes to the Association's membership. The Secretary shall also be responsible for publishing such notices to the membership as these Bylaws may require. The Secretary shall file all approved meeting minutes, updated meeting agenda's and Treasurer reports in accordance with Association Policy and IRS standards.

(e) **TREASURER:** The Treasurer in collaboration with third party accounting support, approved by the Board of Directors, shall be responsible for the Association's fiscal and financial records and accounts, for collecting and recording membership dues, and for the payment of bills properly owed by the Association. The Treasurer shall provide a formal written report in table or spreadsheet format to the Association at each monthly meeting, which report shall update the membership as to the status,

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management, application, and balance of the Association's finances. This report will be filed with the Meeting Agenda and Secretary's Meeting minutes. Bookkeeping charts of accounts shall be used to report important activities to the Board of Directors - including the receivables, debits and net profit for each activity on a monthly and year to date basis - or otherwise acceptable format in accordance with Association Policies and Generally Accepted Best Accounting Practices. The Treasurer is also responsible for compliance filings such as Massachusetts Corporate Annual Report [before Nov. 1<sup>st</sup> with the Secretary of State], State and Federal Tax and related regulatory-required filings for the Association. The Treasurer and Financial Review Committee shall annually review the books or hire a third party professional to conduct an annual audit of the Association's books, and report to the Board of Directors.

The Treasurer shall establish a checking account with appropriate officer signature rights, in a licensed bank in the name of the Association, subject to the approval of the Board of Directors. The Treasurer, subject to review and oversight as the Board of Directors may provide or require, is solely responsible for the checking account and any other account containing Association monies, except that the signatures of both the Treasurer and the President shall be required upon Association checks greater than \$1000.00 in amount. The Treasurer shall be responsible for implementing and maintaining any insurance coverage for the Association that the Board of Directors may determine to be appropriate and reasonable.

The Treasurer shall receive an annual stipend (to be apportioned and paid on a quarterly basis) as approved by the Board of Directors, on or about November, annually. Such stipend may be changed by vote of the Board of Directors, for any sound business reason in accordance with Generally Accepted Accounting Practices.

**(f) IMMEDIATE PAST PRESIDENT:** The Immediate Past President shall serve on the Association's Board of Directors, and shall be the Chairperson of the Association's Nominating Committee.

**(g)** An Officer is subject to expulsion upon the recommendation of the Association's Board of Directors and the subsequent majority vote of the Association's Active Members (voting by secret ballot) upon proof sufficient to the Board and to the Active Members of the Officer's serious misconduct in discharging his/her duties as an Officer, or upon any other grounds that are reasonably likely to cause substantial injury or dishonor to the Association, its mission, its membership, and/or reputation within the profession it seeks to serve. The affected Officer shall be given the opportunity to be timely heard on the grounds proffered for his/her expulsion prior to the vote of the Active Members, and may — in the discretion of the Board of Directors — be heard by the Board before the Board determines its recommendation regarding the Officer's expulsion. No Officer so expelled shall have any right to reinstatement except as the majority vote of the Board of Directors and Active Members may subsequently determine. No expulsion or any evidence proffered in support of such expulsion will create, establish, or otherwise give rise to a right of claim by the expelled Officer against the Association, any director, any other Officer, or any Active Member participating or involved therein.

**(h) BOARD OF DIRECTORS:** The Board of Directors shall consist of nine (9) individuals, namely, the present elected officers of the Association, the Immediate Past President, two (2) Active Members appointed by the Association's present officers, and two (2) members elected at large from the Association's active membership. Any vacancies to the Board of Directors shall be filled on an interim basis by the President. If the President is unable to fill a vacancy on the Board of Directors after reasonable efforts and the canvassing of the Association's active membership, the work and deliberations of the Board may continue notwithstanding the vacancy until such vacancy is filled. No more than two[2] of the nine [9] members of the Board of Directors shall be retired at the time of their appointment. [note: Retired Members under Article III update will become considered 'Active Members']

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1) The Board of Directors shall be responsible for protecting and advocating for the best interests of the Association, and to identify and implement through the Association's officers strategies for the accomplishment of the Association's mission as stated in these Bylaws. The Board shall have the authority to conduct all Association business that may arise between regular membership meetings, and shall make recommendations to the membership regarding such business, which the membership may then be called to act upon.

2) In addition to its primary function as stated above, the Board of Directors shall act as a resource to assist in identifying and securing program participants/presenters for regular membership meetings and for the Association's annual conference. Members of the Board of Directors must be representative of the geographic regions of the Association and must be available to attend meetings called by the President, upon reasonable advance notice. A director's absence from three consecutive Board meetings shall constitute grounds for removal from the Board of Directors, as the Board of Directors (excluding the absent director) may determine. The Board of Directors shall prepare and present a report at the annual meeting of the Association. [At a minimum to disclose the results of its' financial review].

3) It shall be the duty of the Board of Directors to propose to the Association's membership policies and strategies for accomplishing the Association's mission; and to transact the business of the Association, including the studying of matters brought to its attention by the Association's membership; and to perform other duties pertaining to the advancement and welfare of the Association. Assuring Committees and Officers have sufficient documented procedures to perform their work is an important responsibility of the Board of Directors. Whenever a policy proposed to the Association's membership limits or takes away the rights of members or changes a previous decision, a **2/3 vote of the Board of Directors is required to approve such policy**. Normally a simple **majority vote of a full Board of Directors meeting**, having a quorum, allows policy implementation [Robert's Rules].

4) It shall be the duty of the Board of Directors, working in cooperation with the Treasurer and the Financial Review Committee, to arrange for an annual review or formal audit of the Association's financial activities, and to report the results of the audit to the Association's membership no later than December 31<sup>st</sup> following the close of each fiscal year.

### Article VII. Executive Director

1) The position of Executive Director is established in order to provide a permanent office, to foster

continuity of administrative duties and responsibilities, and to promote all activities of the association.

(2) The Board of Directors shall establish a job description and appoint the Executive Director on a contractual basis subject to an annual review. The President shall determine and approve any additional duties and responsibilities beyond those established by job description, contract and bylaws. The Board of Directors shall approve compensation for this position.

(3) The Board of Directors shall comply with the following process for continuing contracts, including terms

and conditions and setting of salary, for the Executive Director as independent contractor:

a. The board of directors may offer a multi-year contract, annually renewable on November 30, for a maximum of three (3) years. The contract shall contain a "Termination Clause", allowing either party to terminate the contract, with not less than sixty (60) days written notice. The salary shall be adjusted annually, by action of the board or set by a pre-determined calculation.

b. The Executive Committee shall, acting as Personnel Committee, conduct the annual review prior to the end of the Annual Conference, utilizing a written evaluation document, approved by the Board. The Committee shall sit down with the Executive Director, review the evaluation and indicate its' salary recommendation to the board of directors, giving the Executive Director time to review and respond, in writing, to the evaluation and salary proposal. The evaluation document shall be signed by all parties which were involved, including the Executive Director being evaluated.

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- c. During the Board of Director's meeting following the Annual Conference, the Executive Committee shall present the staff evaluation(s) and salary proposal(s) recommendation to the Board of Directors for approval or revision. The staff salary proposal shall be two-part: affirmation or adjustment to the engagement contract terms for salary increase [presumed based on hours and COLA], and affirmation or adjustment to performance incentives, if any, in the engagement contract.
  - d. The Executive Director shall accept the terms of the new salary and contract during the board meeting following the Annual Conference or shall respond, in writing, to all board members within two weeks from the date of this Board of Director's meeting.
  - e. Should any staff resign or fail to accept the terms of the contract, the Executive Committee shall become a "search committee" to recommend a replacement for the given position to the board of directors. Operations of the Association shall continue under Article VI (h) 1 through (h) 4.
- (4) EXECUTIVE DIRECTOR: The executive director shall attend meetings in accordance with his/her employment contract and serve in the advisory capacity to the Board of Directors. In addition, he/she shall provide assistance to the principal officers, Board of Directors and committees in the discharge of their duties. He/she shall submit quarterly (at a minimum) reports to the President.

### Article VIII. COMMITTEES

- 1. EDUCATION COMMITTEE** There shall be an Education Committee, consisting of the Vice President, who shall serve as the Chairperson of the Committee, the Secretary, and three (3) Active Members to be appointed for staggered two (2) year terms. Appointments to the Education Committee shall be made by the President with the approval of the Board of Directors.

It shall be the duty of the Education Committee to monitor and promote the Association's Annual Education Program, and to assist in the preparation of the curriculum, the securing and training of Association Members and their employees as necessary to present such curriculum, and to acquire suitable facilities and equipment for presentation of the educational programs. The Educational Committee shall submit a report at the Association's Annual Conference or at any regular scheduled meeting during the year as the Chair of Committee may determine or as the Board of Directors may require. The Education Committee shall also be responsible for promoting and increasing professional development and accreditation within the Association.

- 2. NOMINATING COMMITTEE** Once every two years, no less than 120 days in advance of the

Association's Annual Conference that year, the Board of Directors shall appoint a Nominating Committee, consisting of five (5) Active Members to serve for a term of two years beginning with their appointment.. One member of the Nominating Committee shall be the Immediate Past President, who shall serve as Chairperson for the Nominating Committee.

- (a) The Nominating Committee's duties shall be to submit a report to the Association's membership

no later than 30 days before the Association's Annual Conference; said report shall contain the Committee's recommendation for nominees to the offices of President, Vice President, Secretary. Following the submission of the Nominating Committee's report, the Nominating Committee shall have no other active function except in the case of a subsequent vacancy during the term of the elected Officers, in which circumstance the Nominating Committee may (but is not required to) determine an interim officer until such time as a permanent interim officer is elected at the Association's next regular monthly meeting as provided in (c) below. The election of the office of Treasurer will be once every four years and will follow the prescribed methods of nomination as listed above.

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(b) It is the Association's policy and recommendation, absent extenuating circumstances, that the Association's current Vice President will advance to the position of President upon the expiration of the President's term. Similarly, it is the Association's policy and recommendation, again absent extenuating circumstances, that the Association's Secretary will advance to the position of Vice President upon the expiration of the Vice-President's term.

(c) If a vacancy occurs in the office of President, Vice President, Secretary or Treasurer, during the course of any year (whether by resignation, death, or expulsion as provided in Article IIIc or VIg above), the Nominating Committee shall submit to the Association's Board of Directors a written report recommending an Active Member to fill such vacancy, which report shall be acted upon at the next regular meeting of the Association by the Active Members then present.

(d) Nominations for Officer positions will be announced at the Association's Annual Conference, with elections from among the nominated candidates held at the next general meeting immediately following the Annual Conference. Active Members may nominate other Active Members for Officer positions notwithstanding the nominations of the Association's Nominating Committee, except that not more than three (3) Active Members may be nominated by the active membership.

Active Members must be in good standing and present to participate in the vote for Officer positions.

**3. FINANCE REVIEW COMMITTEE** It shall be the duty of the Finance Review Committee to monitor the Association's financial transactions, and to assist in the preparation of the budget with the Executive Director's input. In conjunction with the Executive Committee, the Finance Review Committee may recommend and secure a certified accountant to support the Association's compliance with tax laws. The Finance Review Committee shall submit a report at the Association's Annual Conference or at any regular scheduled meeting during the year as the Chair of Committee may determine or as the Board of Directors may require.

**4. MEMBERSHIP COMMITTEE** It shall be the responsibility of this committee to promote and increase Membership. The Treasurer is a permanent member of this committee. Other members must include at least one person from each of the following geographical areas of the state: Metropolitan Boston, Cape and Islands, Central, Western and other areas as the Executive Committee directs. Membership Committee appointees are empowered to budget and co-ordinate regional meetings in their areas of Massachusetts in accordance with the ByLaws, policies and procedures of the MFAA. To assure membership outreach, this Committee shall propose a schedule of meetings to be held in all geographical areas of Massachusetts coordinated with the Executive Committee's approved calendar. This must include all-inclusive quarterly professional development meetings for educational and professional development of MFAA members.

**5. Other Committees** From time to time, or as policy needs dictate, other committees may be formed, budgeted and empowered to perform in support of the goals and objectives of the Association as outlined in its mission statement or to support the MFAA's strategic plan.

## Article IX. BUDGET AND FISCAL RESPONSIBILITY

The Treasurer, working in collegial cooperation with the Board of Directors and subject to the Board's oversight, is responsible for budgeting and oversight of the finances of the Association.

### (a) BUDGET

1) The Treasurer, Executive Director and the Board of Directors shall develop and formalize an annual budget, and shall present such budget for review by the membership no later than the Association's annual conference. The recommended budget shall be submitted to the active membership for vote and approval no later than the Association's next regular membership meeting following the annual Fall Conference.

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- 2) A budget of at least \$500.00 annually shall be appropriated for use by each Association Committee. Following each expenditure of appropriated funds by a Committee in an amount greater than \$75.00, the Chairperson of the Committee shall report to the Treasurer, with a copy to the Board of Directors, at any regularly scheduled meeting of the Association regarding such expenditure. Absent unforeseeable or emergency circumstances, no Committee shall expend funds in an amount greater than that appropriated by the Association to the Committee.
- 3) The term of the budget shall be on a fiscal year basis, Jan 1 to December 31.
- 4) A Committee Chairperson may request additional funds for use in connection with its usual mandated activities and functions from the Board of Directors. The Board of Directors may approve supplemental appropriations to the Association or any Committee in the course of any Board meeting, or in any period between Board meetings by the majority consensus of the Board communicated among Board Members via e-mail or telephone vote by the President. Any determination that appropriates additional funds to a Committee shall be presented to the Association's active membership by the Treasurer at the next regularly scheduled meeting of the Association.
- 5) Any unused budget funds appropriated by the Association to any Committee shall be returned by the Committee to the general fund of the Association at the end of each fiscal year, at which time each Committee will begin with a new budget cycle.
- 6) Emergency expenditures by the Association or by any Association Committee, deemed necessary by the Association or Committee in a period between regular membership meetings, in excess of any amount previously approved and budgeted to the Association or Committee, but not to exceed \$1,000.00, may be approved by President in consultation with the Board of Directors but only if the Board reaches a majority consensus as communicated to the President via e-mail or telephone vote. Said emergency interim vote and related expenditure shall be presented to the membership for approval by the Treasurer at the next regularly scheduled meeting of the Association. Such emergency interim authorizations may be used to pay previously unforeseen Association or Committee needs and costs, previously unbudgeted and unforeseen conference planning expenses, emergency travel or meeting expenses, or unforeseen or emergency expenses of the Board of Directors. Any emergency expenditure initially approved by Board of Directors but subsequently disapproved by the Association's membership at the following regular membership meeting shall be charged to the budget of the Association or Committee as a disallowed expenditure.
- 7) Prior approval of the Association's conference expenses shall be made by the Executive Committee through the budgeting process.
- 8) The authority to execute contracts for hotel lodging, conference space, food and beverage, speakers, travel, entertainment, committing funds for the Association's annual conference shall be vested solely in the Board of Directors, who may by vote delegate specific actions to the Executive Director .
- 9) The Association shall secure and keep in effect a sufficient Bond for the Treasurer and Executive Director, who acts as the agents for the Association. The Treasurer shall have the authority to secure any and all necessary services required for conducting the business and operations of the Association, within the budget approved by the Board of Directors.

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## Article X. MEETINGS

- (a) The Association shall hold at least eleven (11) regular meetings per year, one of which shall be held in conjunction with its Annual Conference in the early Fall of each year. Regular meetings shall be held the third Thursday of each month except for the month of July. The Board of Directors may call special meetings as it deems appropriate. At Special Meetings, only those matters set forth in the notice of the meeting shall be considered. At least four of the regular monthly meetings shall be dedicated to Professional Development in the form of training or regulatory updates on matters of current significance.
- (b) Regional meetings shall be called 'Chapter meetings' and are encouraged to grow the Association. Regional Meetings should be on or about the same schedule as the 'Metropolitan Area' (which is the pseudonym for the original Association) chapter meeting. Technology may be used to create virtual meetings to meet the mission of the Association.
- (c) Thirty (30) members at all official related regional meetings or a called single general meeting shall constitute a quorum for the transaction of Association business. Important business at Regional Chapter meetings shall be governed by policy from the Board of Directors.
- (d) The Board of Directors will meet a minimum of four (4) times per year, with a best practice of monthly meetings, prior to general membership meetings recommended.

## Article XI. AMENDMENTS

- (a) These bylaws may be amended at any regular membership meeting, provided that the Secretary shall notify each active member of the proposed amendment in writing at least ten (10) days before the meeting. A two thirds (2/3's) vote of the Active Members present and voting shall be necessary to approve and authorize a change in the bylaws.

*Notes: Previous Bylaw updates (just a record of changes - footnotes - not language to approve):*

- a. *Fall Conference 2022: established Retiree process to remain as active members*
- b. *Clarified dues, late payment and process for cancelling membership [website access].*
- c. *Changed Treasurer office from elected to appointed and allowed 3<sup>rd</sup> party accounting support.*
- d. *October 2020 – updated officer and BoD roles, added Jr [student] and Associate [non-Mass] members, set Fiscal Year, budget process, stipend for treasurer and increased dues.*
- e. *October 19, 2017 – added article for Exec Director, refined committees and formatting.*
- f. *November 19, 2015 - AMENDED for dues and membership types and notifications*
- g. *February 18, 2010 - Amended (details not noted on update),*

## Article XII. PROCEDURES

- (a) All parliamentary procedure shall be governed by Robert's Rules and Regulations on Parliamentary Procedure, except as otherwise provided for herein.