

Bylaws

Bylaws of the Georgia Chapter of the Association for Learning Environments, Inc. (GA4LE)

Adopted: Georgia CEFPI, Inc., October 22, 2009

Amended: May 7, 2012

December 10, 2018

INTRODUCTION:

The name of the corporation shall be the Georgia Chapter of the Association for Learning Environments, Inc. (formerly Georgia CEFPI, Inc.) hereinafter referred to as the GA4LE. GA4LE is a Non-Profit Organization made up of individuals whose professional activities involve a responsibility of one or more of the following areas: planning, designing, constructing, equipping, inspecting, administering and/or maintaining the physical environment of education. The Chapter seeks to further the goals of education by providing services, activities, training, scholarships and knowledge related to the development, design, construction, improvement, maintenance and safety of quality educational facilities. Furthermore, it is the goal of the Chapter to provide such data and opportunities to all public and private K-12 school systems in Georgia.

The purpose of this Chapter shall be to continue to grow and succeed, while maintaining the affiliation and autonomy that the Association for Learning Environments, Inc. (A4LE) has graciously allowed since the incorporation of the Chapter in 2009. In doing so, the Chapter will assist A4LE and the Southeast Region in implementing their programs, to serve as a vehicle for the local activities of A4LE and the Southeast Region, and to provide a forum for members of the Chapter to meet and discuss matters of common interest and concern.

The purpose of these bylaws shall be to facilitate the implementation of principles, policies and procedures, as specified and implied in the Articles of Incorporation of the Association.

The Chapter seeks to attain the following goals and objectives:

ARTICLE 1. ADVOCACY

1. To establish an advocacy program encouraging all communities to support quality educational facilities as an integral part of a quality educational program.
2. To support the highest professional standards for all members through the exchange of ideas and practices associated with the design of educational facilities.
3. To encourage and assist in comprehensive educational planning by public, charter and private school systems.
4. To encourage all K-12 school systems to utilize and reference the available A4LE offerings in order to ensure availability and coverage throughout the state of Georgia.

ARTICLE 2. EDUCATION

1. To promote educational and quality professional development opportunities for facility planning professionals and educational institutions, agencies and personnel through workshops, conferences, exhibits and meetings with related associates.
2. To promote and provide Georgia Department of Education training, updates and personal meetings with its staff and consultants.

ARTICLE 3. RESEARCH

1. To identify and disseminate educational facility research.
2. To review and promote local and other research pertaining to design, construction, equipping and maintaining educational facilities.
3. To review and promote local regulations and codes pertaining to educational facilities.
4. To support the activities of A4LE, the Southeast Region and associated Chapters.

ARTICLE 4. MEMBERSHIP

1. Any member in good standing of A4LE whose residence and/or place of business is in the geographical area of Georgia shall automatically become a member of this Chapter unless otherwise specified by the member. No additional dues are collected by the Chapter.
2. Membership privileges shall include:
 1. The right to vote at Chapter meetings
 2. Stand for Election on the Board of Directors
 3. Serve on Chapter committees
 4. Participation in Chapter activities and events
 5. Access to the GA4LE and A4LE websites
3. Individual members in good standing are entitled to one vote for all Chapter business and elections.
4. Corporate membership: Consulting firms normally commissioned upon a fee basis by an educational system or institution or its prime consultants are eligible for membership in the Association. Such firms are normally employed to provide professional-technical services for educational facility planning. These firms would include consulting firms such as architects, engineers, educational consultants, and campus and urban planners, etc. Official designated representatives of Corporations/Institutions that are members in good standing are entitled to the same privileges as individual members.
5. Non-A4LE members whose professional activities involve PK-12 facility administration, planning design, construction, equipping, or maintenance may attend Chapter meetings as non-members. However, should non-members desire to be kept informed of Chapter activities, functions, and meetings, they shall provide contact information (name, address, phone, e-mail, affiliation, etc.) and may be assessed a fee as established by the Board of Directors.
6. It is the desire of GA4LE to offer/provide all public K-12 school districts in Georgia with an individual school district membership to A4LE.
7. It is the desire of GA4LE to promote and strengthen its membership.

ARTICLE 5. GOVERNANCE

1. The Board of Directors shall administer the affairs of the Chapter in accordance with the limits established by the Bylaws of GA4LE.
2. Members shall be notified of all GA4LE meetings and events. An annual business meeting of the members of the Chapter shall be held at such time and place as designated by the Board of Directors, for the purpose of electing Directors, and for transacting other business properly coming before the meeting.
3. Matters requiring approval, including the election of Directors, shall be decided by a simple majority vote of those members present at the Chapter business meeting. The number of members present at a Chapter meeting shall constitute a quorum for purposes of transacting business at that meeting. Election of Directors may be conducted by email ballot or through other means and ratified by a simple majority vote of the members at a designated Chapter meeting.
4. The fiscal year shall be from January 1 to December 31.
5. All audits shall be the responsibility of GA4LE.
6. The address of the Chapter shall be determined by the Board of Directors.
7. Proposals to amend these bylaws must be submitted in writing to the GA4LE Board of Directors not less than sixty (60) days prior to the annual business meeting. If the proposal is approved for consideration by a majority vote of the Board, the proposed amendment will be submitted to the members for consideration at the annual business meeting.
8. Standing and special committees may be established at the discretion of the Board of Directors.

ARTICLE 6. OPERATING EXPENSES

1. The Chapter may generate income to fund activities through registration fees, conference and event fees, donations, sponsorships, etc.
2. The Board of Directors will establish the yearly budget and ensure that the generated income adequately covers the expenses.
3. The Board of Directors shall determine the schedule of fees and assessments and shall notify the members of any changes in the schedule.
4. When funds are available, an A4LE individual School District membership will be offered to each of the K-12 public school systems in Georgia.
5. When funds are available, A4LE membership will be offered to each Board Member.
6. When funds are available, expenses for the regional and national conferences will be reimbursed by the Chapter for the President or Designee.
7. When funds are available, expenses for the regional conference will be reimbursed by the Chapter for the President-Elect or Designee and the State Governor.

ARTICLE 7. CHAPTER OFFICERS

Board of Directors – The Board of Directors shall consist of the five Executive Officers and five Directors, three At-large, a Georgia DOE Representative and the Southeast Region Chapter Governor. All Board of Director members shall be members in good standing with A4LE. The board shall be in full control of the management of the affairs of the Chapter as subject to the bylaws. Meetings of the Board shall be held at least four (4) times per year. The meetings may consist of conference calls, teleconferencing, regular meetings or a mixture of the options. Minutes of the meetings should be distributed to the Board of

Directors as soon as practical or at least seven (7) days prior to the following meeting. Each Director shall be given at least seven (7) days' notice of upcoming meetings.

In the event that a member of the Board of Directors is unable to complete their term for any reason, the Board shall, at its option, appoint another individual to serve the duration of the uncompleted term, by presidential appointment with majority approval of the Board of Directors. Officers or directors may be removed from the Board of Directors, with or without cause, by a two-thirds (2/3) vote of the members present and representing a quorum at a meeting called for that purpose.

Board members shall comprise, at a minimum, a combination of the following K-12 School System market representations: K-12 School System Administrators, Planners, Architects, Engineers and/or Consultants, Constructors and a Georgia Department of Education Representative.

Eligibility to serve on the Board of Directors is contingent upon commensurate voluntary assistance and/or participation on a committee of GA4LE, with the exception of the President Elect position, which shall be a K-12 School System representative.

Executive Officers

GA4LE shall be governed by five (5) executive officers to include: Past President, President and President Elect (each a successive one-year term and shall be a school system representative who has preferably volunteered, served on committees or been a prior officer of GA4LE); Secretary and Treasurer (each elected for a three-year, staggered term and have previous volunteer and/or committee experience with GA4LE). No more than two officers shall rotate off the board in a given year.

1. President

The President shall preside at all GA4LE meetings and Board meetings and shall be an ex-officio member of all committees. In the President's absence, the President Elect shall preside over any such meeting. The President shall direct the activities of chapter officers, and shall, with the consent of the Board, appoint Committees deemed necessary or appropriate for conducting organizational business. Upon approval of the Board, it shall be the option of the President or designee to attend A4LE Regional and/or International Conferences during his/her term of office. Expenses for registration, travel and lodging will also be considered and may be reimbursed by the Chapter.

2. President Elect

The President Elect shall serve as Vice-President and shall substitute for the President during his/her absence. By election to office, the President Elect shall succeed the incumbent President at the end of his/her term of office. Upon approval of the Board, it shall be the option of the President Elect or designee to attend A4LE Regional Conference. Expenses for registration, travel and lodging will also be considered and may be reimbursed by the Chapter.

3. Past President

The Past President shall assist the President as necessary. He/she shall provide continuity to the Chapter Leadership.

4. Secretary

It shall be the duty of the Secretary to attend all meetings of GA4LE and keep accurate records of the Board meetings. The Secretary shall maintain all correspondence of the Chapter, assist

with records of members, prepare and distribute meeting minutes and send notices of meetings, as required.

5. Treasurer

It shall be the duty of the Treasurer to maintain all of the Chapter's financial records, receive and oversee all monies paid to the Chapter and deposit the same in the GA4LE designated bank account(s). The treasurer shall disburse funds only at the direction and agreement of the Officers. It is also the responsibility of the Treasurer to reconcile organization events, arrange annual audits and tax filings, update and maintain annual data with the Secretary of State, etc. An annual statement of financial position shall be made available to the members at their request.

The Treasurer, in conjunction with the Officers, shall develop an annual budget for the organization identifying all sources of revenue and proposed allocations of funds for anticipated areas of expenditures. These area of expenses may include, but are not limited to, Annual Conference, Winter Social, marketing, support services, insurance, travel reimbursement, scholarship, office materials, expenses, research, retreats, etc.

Directors

GA4LE shall also have five (5) directors to include: one (1) Georgia Department of Education Representative, three (3) Board Members At-large and one (1) Chapter Governor.

1. Georgia Department of Education Representative

The Georgia DOE Representative (Director of the Facilities and Transportation Department or Designee) shall assist the President and Officers as required and provide relevant Georgia education related policies and information at the Annual Conference, meetings and events. Furthermore, such representative will coordinate and organize the Pre-Conference Georgia DOE Training and other applicable seminars related to Georgia State and DOE items. This position is a continuing role and does not require prior GA4LE experience.

2. Board Members At-Large

The three (3) At-Large Board Members shall assist the President and Officers as required and chair designated committees. At-large Board Members shall generally be or work for one of the following: K-12 School System Planner, Architect, Engineer, Consultant or Constructors. At-large Board Members shall be elected for a three-year, staggered term and have previous volunteer and/or committee experience with GA4LE.

3. Chapter Governor

The Chapter Governor is an official member of the Board of Directors and will be the liaison for communications between the Southeast Region Board and the GA4LE. The Chapter Governor will serve as a member of the regional membership committee and will serve as a member of the regional membership committee. The Chapter Governor shall be elected for a three-year term and have previous board of director experience with GA4LE or the SE Region. Upon approval of the Board, it shall be the option of the Chapter Governor to attend A4LE Regional Conference. Expenses for registration, travel and lodging will also be considered and may be reimbursed by the Chapter.

ARTICLE 8. POLICIES AND PROCEDURES

GA4LE hereby agrees to maintain the affiliate status with A4LE that it has operated under since 2009. Furthermore, it will operate in accordance with these bylaws and general policies and procedures of the SE Region and A4LE. Deviation from the SE Region and A4LE policies and procedures is permissible to accomplish Chapter specific objectives in accordance with these bylaws.

ARTICLE 9. TAX-EXEMPT STATUS

As a tax-exempt 501(c)3 certified organization, GA4LE and its Board of Directors shall conduct their activities and financial matters in accordance with all rules and regulations of the Internal Revenue Service so as to not adversely affect the non-profit status of the GA4LE.