

# **Bylaws and Statement of Goals of Georgia CEFPI, Inc.**

Adopted October 22, 2009

Amended May 7, 2012

## **BYLAWS**

### **VOTING RIGHTS**

1. Any member in good standing of the Council of Educational Facility Planners International (CEFPI) whose residence and/or place of business is in the state of Georgia shall automatically become a voting associate of Georgia CEFPI, Inc. upon proof of payment for CEFPI membership.

Georgia CEFPI, Inc. voting associate status is available and may include up to a \$25 annual administrative fee. Membership with CEFPI is not required for voting associate status or participation in Georgia CEFPI, Inc.

2. Voting associate privileges shall include the right to vote at Georgia CEFPI, Inc. meetings and elections related to Georgia CEFPI, Inc. business.
3. An individual must register with Georgia CEFPI, Inc. to ensure voting associate status.

### **GOVERNANCE**

1. Voting associates shall be notified of all Georgia CEFPI, Inc. meetings and events.
2. Matters requiring approval, including the election of officers, shall be by a single majority of votes received from voting associates at the Georgia CEFPI, Inc. meetings or through other means.
3. The officers shall administer the affairs of Georgia CEFPI, Inc. within the limits established by the organization's Bylaws.
4. The fiscal year shall be from 1-January to 31-December.
5. The chapter may generate income to fund activities through conference fees, grants, donations, sponsorships and other means.
6. The address of Georgia CEFPI, Inc. shall be determined by the President during his/her term of office.
7. Amendments to the Bylaws must be submitted by Georgia CEFPI, Inc. officers in written form to the organization voting associates a minimum of 10 business days before a scheduled vote. Any questions shall be directed to the Board prior to the expiration of the 10 business day window.

8. 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.

## **CHAPTER OFFICIALS**

### **Board of Directors**

The Board of Directors shall consist of the Officers, a representative from the Georgia State Department of Education and three (3) members elected at-large. The Board shall be in full control of the management of the affairs of the organization as subject to the Bylaws. Meetings of the Board shall be held at least three (3) times per year. Each board member shall be given at least seven days notice of upcoming meetings.

Board members shall comprise, at a minimum, a combination of the following industry market representation: Pre-K-12 School System Administration and Planning; Pre-K-12 Architecture and Planning; Pre-K-12 Construction and State Department of Education representative.

Eligibility to serve on the Board of Directors is contingent upon participation on a committee and nomination by the responsible committee with the exception of the President Elect position.

### **Officers**

Georgia CEFPI, Inc. shall be governed by five (5) officers to include: Past President, President, President Elect (each a successive one-year term) and Secretary and Treasurer (each elected for a three-year, staggered term). No more than two officers shall rotate off the board in a given year.

1. **President**

The President shall preside at all Georgia CEFPI, Inc. 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(s) to attend Council of Educational Facility Planners International (CEFPI) Regional and International Conferences during his/her term of office. Expenses for registration, travel and lodging shall be reimbursed by the organization.

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.

3. **Past President**

The Past President shall assist the President as necessary. He/she shall provide continuity to the organization leadership.

4. **Secretary**

It shall be the duty of the Secretary to attend all meetings of Georgia CEFPI, Inc. and keep accurate records of the Board meetings.

5. **Treasurer**

It shall be the duty of the Treasurer to receive all monies paid to the organization and deposit the same in the organization's designated bank account. The treasurer shall disburse funds only at the direction of the agreement of the Officers. It is also the responsibility of the Treasurer to reconcile organization events and arrange annual audits and tax filings. A statement of financial position shall be made available to voting associates in the first quarter of each year.

The Treasurer, in conjunctions 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 areas of expenses may include; but are not limited to, Annual Conference, marketing, travel reimbursement, scholarship, office materials and expenses and research.

## **Directors**

1. **Georgia State Department of Education Representative**

The State DOE Representative shall assist the President and Officers as required and provide relevant State education related policies and information to the membership at meetings and events. This position is a continuing role.

2. **Board Members At-large**

At-large Board Members shall assist the President and Officers as required. At-large Board Members shall be elected for 3-year terms to be staggered.

3. **Southeast Region Chapter Governor**

The Chapter Governor us an official member of the Board of Directors and will be the liaison for communications between the Regional Board and the Georgia CEFPI, Inc. Board. The Chapter Governor will serve as a member of the regional membership committee and be responsible for coordinating all membership and chapter development for their area.

Chapter Governors shall be a voting associate in good standing and elected or selected by the Board of Directors.

## **TAX-EXEMPT STATUS**

As a 501c3 certified organization, Georgia CEFPI, Inc. and it's Board of Directors shall conduct their activities and financial matters in accordance with all rules and regulations of the Internal Revenue Services so as to not adversely affect the tax-exempt status of the organization.

## **DISSOLUTION**

In the event of dissolution of Georgia CEFPI, Inc., all property, funds and assets will, after payment of all liabilities, be delivered and become property of ????

## **STATEMENT OF GOALS**

Georgia CEFPI, Inc. is a non-profit organization made up of individuals whose professional activities involve a responsibility of one or more of the following areas: funding, planning, designing, constructing, equipping or maintaining the physical environment of education. The Organization seeks to further the goals of education by providing services, activities and knowledge related to the development of superior educational facilities.

The Organization seeks to attain the following goals and objectives.

### **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 and private school systems.

### **Training**

4. To promote training and quality professional development opportunities for facility planning professionals and educational institutions, agencies and personnel through workshops, conferences, exhibits and meetings with related associations.

### **Research**

5. To identify and disseminate educational facility research.
6. To promote local research in the design and construction of educational facilities.
7. To review local regulations and codes pertaining to educational facilities.