



## CONSTITUTION AND BY-LAWS OF THE

### KANSAS ASSOCIATION OF DIRECTORS OF PLANT FACILITIES

*March 14, 1957: Revised October 22, 1968: Revised October 28, 1969: Revised October 30, 1970: Revised September 24, 1980: Revised September 22, 1987: Revised September 25, 1990: Revised September 30, 1992: Revised September 29, 1993: Revised September 28, 1994: Revised September 27, 1995: Revised September 27, 2011: Revised October 5, 2021: Revised October 3, 2023*

#### ARTICLE I – Purpose

The purpose of this association is to promote and maintain personal improvement by providing educational programs to increase the knowledge of methods, materials, and equipment for the operation and the maintenance of buildings and grounds; raise the standards of building maintenance; to cooperate with the following: superintendents of schools, elected or appointed officials, officers and organizations; to hold regular meetings of the association and for fellowship.

#### **Mission**

**Elevating the educational environment by empowering Facility Directors, Plant Managers, and Support Staff with opportunities to share industry knowledge and best practices from a statewide network of professionals.**

**Empower educational support staff to provide safe, clean, comfortable learning environments across the State of Kansas.**

**Provide networking opportunities for collaboration and professional development during our annual trainings across the State of Kansas.**

#### ARTICLE II – Name

The name of this organization shall be officially known as “Kansas Association of Directors of Plant Facilities.”

#### ARTICLE III – Membership and Dues

##### *Section A – Membership*

The membership of this organization shall be made up of persons who are responsible for the plant facilities in the state of Kansas and show salaries are directly paid by the same institution.

##### *Section B – Associate Membership*

Associate membership shall be made up of companies, vendors or individuals that service and support the functions of Plant Facilities, and the Directors of those Plant Facilities in the State of Kansas

##### *Section C – Dues*

Annual membership dues of this association shall be set by the Executive Board annually to cover operating expenses including conference expenses and scholarships; dues for Associate Members (Vendors) will always be higher than Memberships to keep attendance by educational facilities manageable. All dues are to be paid the beginning of the fiscal year (July 1), upon joining the association initially or at the annual convention. Those who have paid shall be active members of this association. Those members who retire from employment while active members of this association shall be, from

the time of their retirement, life members of the association. This shall include those who retired this year and all who retire here after.

#### ARTICLE IV – Officers

The officers of the association shall be Immediate Past President, President, Vice President, Vice President-Elect, Secretary-Treasurer, and Media Coordinator. It is the expectation this team of Officers work closely together throughout the year to ensure KADPF is offering everything need to Members and Associate Members; and to create engagement opportunities throughout the year in addition to the Annual Training Conference.

#### ARTICLE V – Executive Board

The Executive Board shall be composed of the Immediate Past President, President, Vice President, Vice President-Elect, Secretary-Treasurer, Media Coordinator, Scholarship Director, two elective board members, and two associate vendor board members. The Executive Board shall hold between eight and ten meetings per year. In the event that any of these positions become compensated in any form i.e., salaried, stipend, or reimbursed; said positions would become a non-voting member of the Executive Board.

#### ARTICLE VI – Meetings

There shall be at least one annual general assembly meeting per calendar year, usually during the annual conference. The meeting dates shall be determined by the Executive Board. The meeting place shall be determined by the majority vote of the members present at the annual meeting upon the recommendation of the Executive Board. The fiscal year shall be from July 1 to June 30.

#### *Section A – Duty of Officers*

The duties of the President shall be: preside at all meetings of the association, a member of the Executive Board, and ex-officio members of all committees, responsible for such duties as evolve upon a presiding officer.

The duties of Vice President shall be: to perform the duties of the President during the president's absence from any meetings, a member of the Executive Board, become President if the President moves, is deceased, or in any way becomes a non-active member, shall be responsible for developing the convention program.

The duties of the Secretary-Treasurer shall be: keep all records of the association, responsible for all correspondence of the Association, in charge of receiving and disbursing all funds for this Association subject to the regulation and by-laws of the constitution and executive board, a member of the Executive Board, to supply an annual report of actions and expenses of the association to the Executive Board, and the membership.

The duties of the Media Coordinator shall be: to maintain all social media sites, website, and all member direct communications. The Media Coordinator will also supply an annual report of actions and expenses to the membership, as a member of the Executive Board.

The duties of the Scholarship Director shall be: to maintain the scholarship funds and provide reports to the Executive Board at monthly meetings and to the general assembly at the annual meeting. Scholarship Director shall solicit for applications and present awarded scholarship recipients to the Executive Board.

#### *Section B – Executive Board*

The President of the Association shall be President of the Executive Board. The Executive Board shall have power to take the necessary action for directing the Association to carry out its purposes, subject to the by-laws and constitution of this Association. The Executive Board shall have the power to set regular and associate membership dues.

#### *Section C – Elections*

All elective offices shall be filled by recommendation from a nominating committee established by the President, as well as nomination from the floor during the annual general assembly meeting. When two or more are nominated for the same office, voting shall be by secret ballot. The nominee receiving the highest number of votes shall be declared elected. The election shall be held during the first part of the annual meeting and the newly elected officers shall assume responsibilities of the Association upon the adjournment of that annual meeting. The first meeting of the newly elected Executive Board shall be held before the close of the annual meeting at which they are elected.

All the officers elected at the organizational meeting shall hold the office for the remainder of the fiscal year. The Vice President-Elect shall be elected for a four-year term the first of his/her four-year term will be as Vice President-Elect. The following year, the second year of the four-year term he/she will serve as

The Association's Vice President. The third year of the term, he/she will serve as the Association's President. The fourth year of the term, he/she will serve as the Immediate Past President. The Secretary Treasurer shall be appointed to the position with no term limit. The Librarian shall be elected to the position with no term limit. The two Elective Board Members shall serve a two-year term, with one Elective Board Member being elected each year.

The Associate Vendor Board Members shall be elected for a two-year term, with one Associate Vendor Board Member being elected each year. In the event of the demise, disability, or resignation of the Secretary-Treasurer, the Senior Elective Board Member will assume the duties of the interim Secretary-Treasurer until the time of the next meeting of the Board of Directors at which time a new Secretary-Treasurer will be appointed as provided in the constitution. The Scholarship Director shall be an appointed position with no term limit.

#### *Section D – Quorum*

A quorum shall consist of SIX or more members of the Executive Board attending the regular meeting.

#### *Section E – Adoption and Amendments*

The constitution and by-laws shall be adopted, and shall be in effect, when it shall have received an affirmative vote of a majority of the members present at the organizational meeting which shall be held on March 19, 1957. An amendment to the constitution or by-laws can be proposed by a majority of the Executive Board by a petition signed by five members. A proposed amendment to either constitution or by-laws becomes effective when approved by majority vote of the members present at a regular meeting.