

AFE *Association for* **FACILITIES** **ENGINEERING**

CHAPTER #33 BYLAWS

ARTICLE I – NAME AND LOCATION

The name of this chapter shall be Chapter #33 of the Association for Facilities Engineering. This Chapter, will service professionals located in Boston and the Metro-Boston Area of eastern Massachusetts. This is the Chapter's primary, geographic service area.

ARTICLE II – OBJECTIVES

The, stated objectives, of this Chapter shall be the same as the stated organization purposes as defined in the AFE National Bylaws. The major focus of this Chapter's programs and activities shall be in fulfillment of the professional needs and expectations of its members located in the Chapter's service area.

Section 1: Purpose of Chapter #33 shall be

- a. To promote the interest of plant engineers and facilities engineering including the industry's professional support services.
- b. To provide for the advancement of scientific and other required knowledge in the field of plant and facilities engineering.
- c. To be devoted to the exchange of information concerning the everyday problems of the plant and facility engineer.
- d. To disseminate knowledge required in the field of plant and facilities engineering by means of lectures, discussions, papers, videos, conferences, research, meeting with other professionals in the field, and plant tours.

Section2: Definition of terms

- a. Plant and facility engineers are defined as individuals who exercise responsible supervisory change, or an executive responsible for all or some phase of design, layout, construction, operations, maintenance and/or control of fixed or mobile facilities or plant; or, who posses high standards of technician knowledge and experience and are qualified to practice in the profession.
- b. Facilities or plant are defined in its broad sense as machinery, apparatus, buildings, real estate and all else, excusive of raw materials.
- c. Professional support services offered by the Chapter will include training, accreditation, and other available services as needed.

ARTICLE III – PURPOSE

The purpose of this Chapter of the AFE shall be to advance the profession of facilities and plant engineering and facilities management professionals in this Chapter, in order to fulfill the, **AFE’s Mission Statement**, “AFE provides education, certification, technical information and other relevant resources for plant and facility engineering, operations and maintenance professionals worldwide.”

ARTICLE IV – USE OF FUNDS

The chapter shall use its funds only to accomplish its purposes as stated in Article III. Income from all Chapter activities shall accrue solely to Chapter 33. No funds or income shall come into use for the benefit of, or be distributed to, the members or elected officers or directors of this Chapter. It should not be construed to preclude member expense reimbursement, other Chapter expenses, or tuition reimbursement when duly authorized by this Chapter.

ARTICLE V – MEMBERSHIP CATEGORIES

All members of this Chapter must also be individual members of AFE as defined by AFE. All requirements for membership application, rights and privileges, and expulsion are defined in the AFE National Bylaws and adopted by Chapter 33.

Retired Status: An elective status for a Member, Associate or Affiliate (defined above) who is retired from active employment and not engaged in paid consulting. These members may be entitled to reduced dues.

Student: An individual enrolled as a full-time student in an accredited institution of higher learning who intends to pursue a career which would involve or interface with-plant engineering/facilities management. This class of membership may have voting rights within their respective student chapters only. These members may be entitled to reduced dues. No voting privileges will be extended to these members of Chapter 33

ARTICLE VI – DUES

AFE membership includes Chapter 33 membership with annual dues paid to AFE. AFE International Headquarters rebates a fixed amount per member, as determined by the AFE Board of Directors, for each AFE member assigned to this Chapter. No funds are rebated to this Chapter unless this Chapter has a current Officer Report on file and has a current Chapter Financial Form on file at AFE Headquarters. This Chapter understands that if this Chapter has not complied with the forms filing requirements by the end of AFE’s fiscal year, December 31st the money will revert to AFE International.

This Chapter shall not establish membership dues over or above this amount, but this Chapter may charge members and non-members fees for all of its activities.

ARTICLE VII – MEETINGS

Section 1: Chapter Meetings. Regular meetings of this Chapter shall be held on the fourth Thursday of the month, (unless otherwise noted) at the time and place designated by the Chapter President, Chapter Executive Committee or the Chapter's Board of Directors, upon ten (10) days notice.

Section 2: Voting. An official vote or approval shall consist of 51% of the attending voting Members. A majority of those members present and voting shall govern. A voting member is defined as a member, who is current on dues; is in good standing with the AFE; and is also a Chapter 33 member.

A quorum must be present before any business may be conducted or any motions passed
A quorum is defined as 10% of voting members

Section 3: Conduct of Chapter Meeting. Chapter meetings shall be chaired by the Chapter President. In the absence of the President, meetings are chaired by the Vice President, or other Chapter Officer selected by the President. The meeting shall be conducted according to Article X11 of these Bylaws (Robert's Rules of Order)

Section 4: Notice of Meetings. Notice of Chapter, committee and board meetings shall be distributed no later than ten (10) days prior to the meeting date. The chapter shall meet no less than two (2) times in a year to maintain active status.

Section 5: Special Meetings. Special meetings of the general membership, board or committee may be called at the request of the President. To act or vote on any action, 40% of the full board, or 25% of the general membership must be in attendance.

ARTICLE VIII – BOARD OF DIRECTORS

Section 1: Authority. The Chapter's Board of Directors shall be the governing body of Chapter 33. The Board may delegate portions of its authority to the Chapter Executive Committee. The Board of Directors is responsible for the overall policy and direction of the Chapter.

Section 2: Composition. The Board shall consist of no more than twelve (12) individuals, which shall include no less than three of the officers. The officers shall constitute the Executive Committee. All are elected by the voting Members of the Chapter. The Vice President is the Chapter Delegate to the AFE National meetings. Alternate would be the President or other duly elected delegate.

Section 3: Nomination and Election. (A) Nominating Committee: The immediate past President shall be the chairman of the Nominating Committee, which shall be composed of two to four

additional members selected by the Executive Committee. (B) Timing; Nominating process: In the fall of each year, the Nominating Committee shall present at least one candidate from among the members of the Chapter for each position on the Board about to be vacant. Elections may be conducted at a regularly scheduled chapter meeting or by 30-day mail ballot.

Section 4: Term of Office. The term of office is one year for all officer positions, and two years for the director positions. Any officer may serve a maximum of three consecutive terms in the same office. Directors may serve a single, two-year term as a Director. All terms of office, as well as the administrative and fiscal year, shall commence on January 1. Vacancies on the board, should be arise, may be filled for the remainder of the term by Presidential appointment. A board member may resign at any time. A board member shall be removed if they have 2 unexcused absences from the board meetings in a year.

Section 5: Board Meetings; Quorum. The Board shall meet not less than two times each year at the time and place designated by the Chapter President. In meetings of the Board, 40% of the Board members being present shall constitute a quorum. Meetings shall be conducted according to Article XII (Robert's Rules of Order)

ARTICLE IX – DUTIES OF OFFICERS AND DIRETORS

- A. **President:** Presides at all meetings of the Chapter, Board, and Executive Committee; appoints directors for all committees; is responsible to the Chapter membership for efficient and effective conduct of Chapter affairs.
- B. **Vice President:** In the absence of the President, presides at all meetings. Reports to Chapter President, chairs the membership committee's meetings coordinates membership retention and new membership activities with regional membership chairman. Additional duties are as assigned by the President.
- C. **Secretary:** Responsible for official meetings minutes, Chapter records, Chapter communications and related activities.
- D. **Treasurer:** Keeps an accurate record of all receipts and disbursements; submits yearly financial report to AFE Headquarters; makes payments with approval of the Executive Committee; submits reports at each Chapter meeting or otherwise as directed by the President; and prepares the annual budget.
- E. The Secretary and Treasurer Positions may be combined into one position.
- F. **Immediate Past President:** Chairs the Nominating Committee, serves as advisor to the current President.
- G. **Directors:** The duties of the Directors are as defined by the President, with the approval of the Board.

ARTICLE X – SPECIAL AND STANDING COMMITTEES

Section 1: Standing Committees. There shall be, among others, the following standing committees:

- (A) Nominating
- (B) Membership
- (C) Programs
- (D) Golf Tournament
- (E) Professional Advancement
- (F) Finance Committee – shall consist of not less than three (3) members of the Board of Directors appointed by the President and shall be chaired by the Treasurer
- (G) Executive Committee – The four officers plus immediate Past President

Section 2: *Special Ad Hoc Committees.* The President, with the approval of the Board, may appoint such task forces, study groups, sub-committees and the like as warranted.

Section 3: *Authority; Reporting.* The specific change of each committee – both standing and special – shall be as specified by the President, with the approval of the Board. All committees shall report to the Board of Directors through the committee’s chairman or otherwise as directed by the Board.

ARTICLE XI – FINANCE

In advance of the upcoming year, a budget shall be developed under the direction of the *Treasurer and Finance Committee*, and approved by the Board of Directors, for the next fiscal year and submitted by January 1st.

ARTICLE XII - RULES OF ORDER

The rules contained in the current edition of Robert’s Rules of Order shall govern the conduct of the meetings.

ARTICLE XIII – DISSOLUTION

In the event of dissolution of the Chapter, all funds and other assets will be turned over to AFE.

ARTICLE XIV – AMENDMENTS

Amendments may be proposed by: (1) the Chapter’s Board of Directors on its own initiative; (2) written petition signed by 25% of the (voting) Members of Chapter 33. (3) as necessitated by changes in AFE bylaws and governing procedures.

Amendments will be approved upon a 51% vote of those Members qualified and voting. Members will be notified by ten (10) day written notice of action to be taken at the next Chapter business meeting in order to become an effective ballot.

The regular meeting notice mailed or e-mailed to the entire membership shall be accompanied by a complete description of all amendments that are to be considered at the meeting.