



CHAPTER #74 BYLAWS

ARTICLE I—NAME AND LOCATION

The name of this chapter shall be the Worcester Area- Central MA Chapter #74 of the Association for Facilities Engineering. This chapter, located in the greater Worcester - Central Mass area which is defined as its major geographic service area.

ARTICLE II—OBJECTIVES

The objectives of this chapter shall be similar as the organization purposes defined in the AFE National Bylaws. The major focus of this chapter's programs and activities shall be in fulfillment of the needs and expectations of members generally located in the chapter's service area.

The purpose of Chapter #74 shall be

- a. To promote the interest of plant engineers and facilities engineering as a profession.
- b. To be an organized and functioning chapter for the advancement of scientific knowledge in the field of plant and facilities engineering
- c. To be an organization devoted to the exchange of information concerning the everyday problems of the plant and facility engineer and not just social gathering of engineers
- d. To disseminate knowledge required in the field of plant and facilities engineering by means of lectures, discussions, papers, movies, conferences, research and plant tours

ARTICLE II – SECTION TWO: DEFINITION OF TERMS

- a. Plant and facility engineers are defined as those: exercising responsible supervisory charge of, or an executive responsibility for all or some phase of design, layout, construction, operations, maintenance and/or control of fixed or mobile facilities or plant; or, who by high standards of technical knowledge and experience qualify to practice the profession
- b. Facilities or plant is defined in its broad sense as machinery, apparatus, buildings, real estate and all else, exclusive of raw materials.

ARTICLE III – PURPOSE

The purpose of AFE shall be to advance the profession of facilities and plant engineering and facilities management in order to fulfill AFE's mission. **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 the purposes noted in Article III. Income from all chapter activities shall accrue solely to AFE. 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. (Note: This standard clause that protects the chapter. It should not be construed to preclude member expense reimbursement or tuition reimbursement where duly authorized by the Chapter.)

ARTICLE V—MEMBERSHIP CATEGORIES

All members of this Chapter must 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.

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. 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 chapters only. Entitled to reduced dues

ARTICLE VI—DUES

AFE membership includes chapter 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 the chapter. No funds are rebated to the chapter unless the chapter has a current Officer Report on file at AFE Headquarters and has a current Chapter Financial Form on file at AFE Headquarters. The chapter understands that if the chapter has not complied with the form filing requirements by the end of AFE's fiscal year, the money will revert to AFE International.

The chapter may not establish dues over this amount, but may charge members and non-members fees for chapter activities.

ARTICLE VII—MEETINGS

Section 1: Chapter Meetings. Regular meetings of this Chapter shall be held on the third 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 15 days notice.

Section 2: Voting. An official vote or approval shall consist of 51% of the (voting) Members. A majority of those members present and voting shall govern.

A quorum must be present before any business may be conducted or any motions passed

Section 3: Conduct of Chapter Meetings. 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 XII 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 14 days prior to the meeting date. The chapter shall meet no less than two times in a year to meet active status.

Section 5: Special Meetings Special meetings of the general membership, board, or committee may be called at the request of the president, 2/3 of the full board, or 51% of the general membership.

ARTICLE VIII—BOARD OF DIRECTORS

Section 1: Authority. The chapter's Board of Directors shall be the governing body of the chapter. 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 individuals, which shall include no less than three of the five officers. The officers shall constitute the Executive Committee. All are elected by the voting Members of the Chapter. The President is the Chapter Delegate to the AFE National meetings. Alternate would be the Vice President or a 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 15-day email ballot.

Section 4: Term of Office. The term of office is one year for all officer positions, and two years for the other director positions. Any officer may serve a maximum of four consecutive terms in the same office. Directors may serve unlimited two-year term. All terms of office, as well as the administrative and fiscal year, shall commence on January 1. Vacancies on the board 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 no less than three times each year at the time and place designated by the chapter president. In meetings of the Board, 60% 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 DIRECTORS

A. President: Presides at all meetings of the Chapter, Board, and Executive Committee; appoints all committees; is responsible to the chapter members 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 program committee, and as such shall be responsible for the program of all meetings, chairs chapter membership committee and coordinates membership retention and new membership activities with regional membership chairman. Additional duties are as assigned by the president.

C. Secretary: Responsible for official meeting 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; prepares annual budget. Secretary and Treasurer Positions may be combined into one Secretary/Treasurer position.

E. Immediate Past President: Chairs the Nominating Committee, serves as advisor to the President.

F. 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) Professional Advancement/ Scholarship Committee
- (E) 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 charge 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 approved by the Board of Directors, covering the next fiscal year.

ARTICLE XII—RULES OF ORDER

The rules contained in the current edition of Robert's Rules of Order shall govern the conduct of all 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 the chapter. (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 by 14 day written or email notice of action to be taken at the next chapter business meeting in order to become an effective ballot.

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

ARTICLE XV – SCHOLARSHIP

A. NAME

The name of this scholarship shall be “Worcester Chapter 74 AFE -Professional Development Scholarship”

B. PURPOSE

1. The purpose of this scholarship is to encourage members of Worcester Chapter 74 Association for Facilities Engineering (AFE) to further their careers by taking approved / accredited courses in facilities related educational activities.
2. The primary criteria for consideration of this scholarship will be for courses, classes, and seminars relating to the thirteen (13) disciplines of the AFE certification programs. i.e CPE, CPMM , CPS
3. The secondary criteria for consideration of this scholarship will be any type of course, class, or seminar, relating to their facilities career education or CEU recertification. Final approval of the validity or appropriateness of the course is at the discretion of the Scholarship Committee.
4. Applicant must successfully complete approved course to qualify for scholarship award, and present proof of completion to the scholarship committee.

C. SCHOLARSHIP COMMITTEE

1. Scholarship committee will consists of a minimum of 3 to a maximum of 5 members, all active members of Worcester Chapter 74.
2. The chapter president, with the approval of the executive committee, appoints members.
3. Terms of office for the for the scholarship committee to be concurrent with time of the executive committee.
4. One member is the sitting Vice President; one member is the sitting Treasurer and three other members at large. One of these three members at large is to be chairperson and coordinate activities of the committee.
5. A quorum will be a majority of members of the total committee present for the meeting. A minimum of three members is required. Email voting will be an acceptable alternative.
6. Approval of scholarship funds must be by majority vote of committee members present. Email voting will be an acceptable alternative.
7. Committee will meet when necessary to evaluate applications.
8. Within two weeks of submittal of the application to the chairperson of the scholarship committee, the committee will evaluate the validity of the course, or seminar, and issue a notice to the applicant that the application has been approved or denied in either verbal or written form.
9. Records of disbursements are to be kept with the Treasurer's Records.

D. APPLICANTS

1. Applicant must be a fully paid member of Worcester Chapter 74 for at least 1 year before applying for scholarship funds if other than AFE Certification
2. Submit application, course syllabus, costs and any other pertinent information prior to taking the course.
3. Members are eligible for only one award per calendar year; every 3 years for non AFE courses unless it's an AFE sponsored course
4. It is recommended that the chairperson be directly notified by any means, (email, phone, or letter), to inform him of the pending application.
5. It is the applicant's responsibility to follow up with their application.

E. THE SCHOLARSHIP

1. Scholarship will consist of a maximum disbursement of \$500.00 per application, and actual disbursement amount is at the discretion of the scholarship committee.
2. In the event of multiple applications being submitted, a total of \$2,500.00 per calendar year (if available) may be dispersed at the discretion of the scholarship committee. If there are more applicants in a calendar year than the the \$2500 stated the board of directors shall have the authority to increase the scholarship fund up to a maximum of \$5000 per year as approved by a majority vote by the Chapter Board of Directors.
3. Funds will be dispersed directly to the applicant in the form of a check duly issued by the Chapter 74 Treasurer.
4. Non-disbursed monies do not carry over to the next year.

F. FUNDING OF THE SCHOLARSHIP

1. The Board of Directors of the Worcester Chapter 74 decides the means of providing funds for the continuation of this scholarship.
2. Methods can include but not be limited to Annual Directory, Golf Tournaments, Advertising, Donations and any other means that are available.
3. Funds for the scholarship can be kept in the general fund of the chapter.

G. AMENDMENTS TO THESE BY-LAWS

1. These By-laws may be amended at any regular meeting of the Worcester Chapter 74 - Board of Directors.

REVISIONS:

Approved by Membership 10/21/10

Article XV Section D 1,2,3 modified by BOD March 2011