



BY-LAWS

THE TENNESSEE ASSOCIATION OF PHYSICAL PLANT ADMINISTRATORS OF UNIVERSITIES AND COLLEGES AUGUST 3, 1994

Amended: May 14, 2014

ARTICLE I. NAME

The official name of the organization shall be the Tennessee Association of Physical Plant Administrators of Universities and Colleges, hereinafter referred to as the “Association”; “TNAPPA” or the “Association”.

ARTICLE II. PURPOSE

- A. To promote the common interest in the maintenance, and operation of private and public institutions higher education.
- B. To foster a professional spirit among persons engaged in this work.
- C. To aid and supplement the work of the international organization, APPA, “The Association of Higher Education Facilities Officers” and SRAPPA, “The Southeastern Regional Association of Physical Plant Administrators”.

ARTICLE III. MEMBERSHIP

Section I. Classification for Membership

Applicants will be accepted into membership of the Association from colleges, universities or institutions of higher education with separate and distinct Physical Plants.

Section II. Membership Eligibility

Members shall include:

- A. Institutional Members: Educational institutions in Tennessee. Each institution shall designate one Principal Representative and unlimited Associate Representatives as detailed below. Both are entitled to hold any elected office.
 1. Principal Representative: The principal representative of a member institution shall be the individual who has direct responsibility for the administration of the physical plant. This person has voting privileges and shall name a proxy to vote in their absence.
 2. Associate Representative: (Without voting privileges) The member institution may designate as Associate Representatives any fulltime professional, administrative or supervisory employee below the rank of principal administrator of a Physical Plant Department.
- B. Affiliate Members: (Without voting privileges and subject to approval by the TNAPPA Executive Committee) Two types of Affiliate Members.



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1. Any personnel from the university and college professional level engaged in related work not associated with the physical plant or facilities department. This would include personnel from auxiliary, provost, parking, transportation, business office, etc.
 2. State Board of Regents, University of Tennessee System or similar organization concerned with the management, construction, maintenance or administration of the Physical Plant at institutions of higher education.
- C. Business Partners: (Without voting privileges and subject to approval by the TNAPPA Executive Committee) Business or professional entities that have an objective or purpose related to facilities management or the physical plant such as consultants or vendors.
- D. Emeritus Member: (Without voting privileges) Emeritus status may be granted to any retiree of a member institution, affiliate or business partner who has made significant contributions to TNAPPA and the facilities management profession through active participation in the chapter. Membership shall be granted upon application, by the approval of the TNAPPA Executive Committee.

Section III: Election to Membership

The Executive Committee of the Association shall set the criteria for judging each applicant.

Section IV: Right to Vote

A member institution is entitled to one (1) vote which shall be cast by the principal representative or his/her designated proxy.

Each member institution is entitled to only (1) one vote regardless of the number of representatives with the Association. Associate members, affiliate members, business partners and emeritus members have no voting rights.

Section V: Rights and Privileges

- A. Only the Principal Representative or designated proxy is entitled to vote on motions duly presented at meetings or sent via email correspondence of the association.
- B. All members in good standing are entitled to:
 1. Receive a copy of the annual minutes of the association.
 2. Receive copies of the newsletter /emails and any other publication published and distributed by the association,
 3. Bring as guests to the annual meeting any associates in their organization. Guests will be required to pay meeting access fees at the member rate.
 4. Request by subject, papers for presentation and discussion at meetings of the association.
 5. Purchase TNAPPA paraphernalia and other items, when available.

Section VI: Dues (Revised May 14, 2014)



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The Annual dues for institution membership shall be based per Full Time Enrollment (FTE) per fiscal year, July 1 through the following June 30. Membership dues shall reflect one charge per institutional membership.

Section VII: Termination of Membership

A member institution or individual member shall be dropped from the membership rolls upon approval of the Executive Committee for failure to pay annual dues within one (1) year of the due date. The Executive Committee may terminate any membership for sufficient cause.

Section VIII: Reinstatement

Any member institution or individual whose membership has been terminated under Article I, Section VII, of the By-Laws may be reinstated to membership by action of the Executive Committee upon a thorough investigation and after satisfactory assurance of eligibility has been received. This reinstatement applies to all representatives.

Section IX: Participation

Official representatives of member institutions shall take an active interest, as shown by contributions and attendance at meetings. Associate, Affiliate and Other Organizations are invited to attend annual meetings and to participate in the form of presentations and discussions.

ARTICLE IV: FINANCES

Section I: General Fund

All income from membership dues and all income from other sources shall be deposited in the general fund and shall be available to pay the expenses of the Association.

Section II: Bonds and Audits

- A. The Executive Committee shall provide for all fiscal arrangements and may require bonds for officers of the Association charged with the handling of funds.
- B. The Association will perform annual audits of the financial dealings and fiscal standing of the accounts by internal committee each year after the annual meeting. This is to be done during the month of July. The auditing committee is to consist of the incoming President, the Secretary-treasurer who served during the last year, and one representative at large appointed by the incoming President.



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ARTICLE V: COMMITTEES AND BOARDS

Section I: Appointment of Committees

To facilitate long-range programs of the Association, all committees that will function for longer than one (1) year shall have their members appointed for *** staggered terms of service. Replacements for those retiring committee members shall assume their duties following the end of the Annual Meeting.

Section II: Committee on Programs

With the approval of the President of the Association; committees on programs for the Annual Meeting shall be appointed by the First Vice President.

Section III: Committee on Professional Affairs

A committee on Professional Affairs shall be appointed by the Vice President of Long-Range Planning.

Section IV: Committee on Membership

A committee on Membership shall be appointed by the President of the Association.

ARTICLE VI: POWERS AND DUTIES OF OFFICERS OF THE ASSOCIATION

Section 1: Officers

A. President:

The President shall be elected for a term for one year and the power and duties of the office are as follows:

1. Serves as the Chief Executive Officer of the Association.
2. Presides at all meetings other than Committee meetings chaired by another officer.
3. Appoints all committees.
4. Serves as a member and chair of the Executive Committee.
5. Insures that the proceedings of the last Annual Meeting have been prepared by or have been turned over to the Secretary-Treasurer.

B. First Vice President:

The First Vice President shall serve a term of one year and shall become President immediately after this term. The powers and duties of the First Vice President are as follows:

1. Plan the program for the Annual Meeting.
2. Make arrangements for speakers and presenters at the Annual Meeting.
3. Serves as a member and Vice-Chair of the Executive Committee.
4. Assists the President in preparing a budget for the annual meeting for approval by the Executive Committee.



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C. Second Vice President:

The Second Vice President shall become First Vice President following service for one (1) year as second Vice President. The duties of the Second Vice President are as follows:

1. Assist the First Vice-President in planning for the Annual Meeting Including the physical arrangements for the meeting.
2. Follow the counsel of the Executive Committee in the physical arrangements for the Annual Meeting.
3. Prepares minutes of the Annual Meeting and provide the Secretary-Treasurer copies for mailing to the membership.
4. Serves as a member of the Executive Committee.

Note: When Feasible, the Executive Committee may contract with an experienced conference-planning entity to handle all provisions for the Annual meeting with the exception of planning the meeting program.

D. Vice President for Long-Range Planning:

The Vice President for Long-Range Planning shall be elected to hold office for a period of three (3) years and may be elected for one additional consecutive term. The duties of the Vice president for Long-Range Planning are as follows:

1. Serves as Chair for the Long-Range Planning Committee.
2. Presents to the Executive Committee the long-range plans developed by the Planning Committee.
3. Is responsible for coordination and implementation of the long-range plans approved by the Executive Committee.
4. Assists with out-year Annual Meeting site selection and recruitment of the Second Vice President to host the meeting.
5. Serves as a member of the Executive Committee.

E. Secretary-Treasurer:

The Secretary-Treasurer shall be elected to hold office for a period of three (3) years and may be elected for one (1) additional consecutive term. Duties of the Secretary-Treasurer are as follows:

1. Collect and dispense funds as approved by the Executive Committee.
2. Present a financial statement for the current year at the Annual Meeting.
3. Keep the Associations' file of official correspondence and surplus copies of the proceedings of the Annual Meetings.
4. Keep minutes of all Executive Committee meetings.
5. Distribute the minutes of the Annual Meeting.
6. Serves as a member of the Executive Committee.



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F. Immediate past President:

1. Serves as advisor to the President.
2. Serves as a non-voting member of the Executive Committee.

G. Newsletter Editor/Web Master:

The Newsletter Editor/Web Master shall be elected and hold office for a three (3) year term and may be elected for one (1) additional consecutive term. Duties of the editor are as follows:

1. Publish the Newsletter at least quarterly
2. Perform other duties as assigned by the President.
3. Serves as a member of the Executive Committee.

Section II. Executive Committee (Amended 05/14/2014)

- A.** The President, First Vice President, Second Vice President, Vice President for Long-Range Planning, Secretary-Treasurer, and the Newsletter Editor/Web Master shall compose the Executive Committee. The duties of the Executive Committee are as follows:

1. Rule on questions of policy which arise between Annual Meetings and act as the membership committee.
2. Name a replacement for any, who for any reason shall become unable to perform the duties of office.
3. Approve the program, budget and physical arrangements for the Annual Meeting.
4. Authorize expenditures from the treasury.
5. Determine the amount of registration fees for all Annual Meetings.
6. Determine the registration fee for emeritus members.
7. Approve membership fee structure.
8. Approve dates of annual meetings after recommendations by the Vice President.
9. Bring all matters and procedures not considered as routine to the representatives for decision-making and action.
10. Approve funds for scholarships (i.e. APPA U, EP Summit) and Educational Programs, such as Supervisors Toolkit.

ARTICLE VII. AMENDMENTS

By-laws may be amended at any Annual Meeting by a majority vote of the members present and voting without prior notice.