

**BYLAWS OF THE**  
**Michigan Association of Higher Education Facilities Officers**  
**(MiAPPA)**

## **Article I -Name**

**Section 1** . The name of the chapter shall be the Michigan Association of Higher Education Facilities Officers Chapter (a.k.a. MiAPPA).

**Section 2** . The chapter may have such officers that are elected by membership on an biannual **basis**

## **Article II -Definition**

**Section 1** . **The term "good standing" means a member of MiAPPA .**

## **Article III -Purposes**

The purposes of this Association shall be:

**Section 1** . To promote the scientific and educational interests of those engaged in the higher education facilities industry.

**Section 2** . To foster cooperative action in advancing by lawful means the common purposes of its members, and promote activities designed to enable the industry to be conducted with the greatest economy and efficiency.

**Section 3** . To afford due consideration to and expression of opinion upon questions affecting the industry and to hold meetings for the presentation and discussion of higher education administrative issues.

**Section 4** . To cooperate with other industries and organizations.

**Section 5** . To affiliate with and promote the objectives of the Association of Higher Education Facilities Officers (APPA)

## **Article IV -Membership**

**Section 1** . A **Member** of the chapter **is any Higher Education Facility State of Michigan Administrative Officer or their Representative.**

**Section 2** . Voting **during MiAPPA Business Meetings:** Members shall have voting rights for those items brought before them by the Board of Directors or by a properly approved motion from the floor. Each institution may have only **one (1) vote per Institution.**

## **Article V –Dues**

**Revised Date: April 5, 2007**

**Section 1. No Set Dues: Membership in MiAPPA is for all Higher Education facility administration officers in Michigan with no dues. Members are encouraged to participate in the two annual conferences and support other institutional members in Michigan. Revenues received from participants is used to sustain the chapter.**

## **Article VI -Meetings**

**Section 1 .** Regular: Regular meetings of the chapter shall be held twice a year. Notice of time and place shall be mailed to each member at his last recorded address at least ten (90) days in advance of each meeting.

**Section 2 .** The order of business may be determined by the president of designated officer.

## **Article VII -Board of Directors**

**Section 1 .** The Board of Directors shall have supervision, control and direction of the affairs of the chapter, **as proposed by host institutions.**

**Section 2 .** The Board shall be composed of the chapter's president, vice-president, treasurer/secretary, and two (2) directors.

**Section 3 .** Board Directors and Officers: Not more than two (2) institution members **from the same institution** may sit on the board.

**Section 4 .** Resignation or removal: Any director may resign at any time by giving written notice to the president, the secretary, or to the Board of Directors. Such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of acceptance thereof as determined by the president or the Board.

**Section 5 .** Vacancies: Any vacancies that may occur on the Board by reason of death, resignation, or otherwise may be filled by the remaining members of the elected officers for the unexpired term.

## **Article VIII -Officers**

**Section 1 .** The elected officers of this chapter shall be a president, one (1) vice president, a treasurer/secretary. The candidates shall be nominated prior to the annual meeting, and the officers elected by the chapter during the chapter's annual meeting. Election shall be by ballot where a majority of the votes cast shall elect the officers, provided there is quorum present.

**Section 2 .** Elected officers shall serve for a term of two years

**Section 3 .** Vacancies in any elected office may be filled for the balance of the term. Election can be held at any regular or special meeting where a quorum is present.

**Section 4 .** President . The president shall be the principal elective officer of the chapter, shall preside at meetings of the chapter and of the Board of Directors. He shall be a member ex-officio, with right to vote, of all committees and of the nominating committee.

**Section 5 .** Vice President. The vice presidents may be delegated by the president to perform his duties in the event of the president's temporary disability or absence from meetings. He shall have such other duties as the president of the Board may assign.

**Revised Date: April 5, 2007**

**Section 6** . Treasurer/Secretary. The Treasurer shall keep an account of all monies received and expended for the use of the chapter and shall make disbursements authorized by the Board and approved by the president and such other officers as the Board may prescribe. He shall deposit all sums in the bank, or trust company, approved by the Board of Directors, and shall make a report at the annual meeting or when called upon by the president. Funds may be drawn only upon the signature of the treasurer or president or both as prescribed by the Board of Directors. The Secretary's duties shall keep minutes of all proceedings; to attest documents and perform such other duties as are usual for such official or as may be duly assigned to him.

## **Article IX. Committee**

**Section 1** . The president, subject to the approval of the Board of Directors, shall **annually** appoint such standing and special subcommittees as may be required by the Bylaws or as he may find necessary.

## **Article X – Use of Chapter Funds**

The chapter shall use its funds only to accomplish the objectives and purposes specified in these bylaws, and no part of said funds shall inure, or be distributed, to the members of the chapters.

## **Article XI –Amendments**

The authority to make amendments shall be vested in the Board of Directors, subject to the approval of the members in good standing at a special or regular meeting and the Association Board of Directors.

## **Article XII –Authorization**

**Section 1** . The chapter shall not enter into any contracts binding the Association without prior written approval of the Board of Directors. It shall be understood that the chapter is an extension of the members shall act accordingly. The chapter must seek specific approval for the use of the **MiAPPA** name in written approval of the Board of Directors.

**Section 2** . No members of the chapter shall enter into any contracts in the name of the chapter in dealings with others without the written consent and authorization of the chapter's Board of Directors **and members of MiAPPA.**

**Section 3** . The chapter shall cooperate with national APPA .