

BY-LAWS
OF
THE FLORIDA SCHOOL PLANT MANAGEMENT ASSOCIATION,
INCORPORATION

ARTICLE I

NAME

This organization shall be known as the Florida School Plant Management Association, Inc., synonymously referred to as FSPMA.

ARTICLE II

OBJECTIVES

1. Determine the nature, extent and quality of non-instructional services required for the educational program, and to promote the development of these services by establishing acceptable policies, standards, and practices.
2. Develop a working relationship with school administrators, managers, and noninstructional personnel to foster an environment to enhance its progress.
3. Promote the professional advancement of school plant maintenance, operations, safety, energy management, environment and grounds.

ARTICLE III

MEMBERSHIP

The Association shall have three classes of members: Active, Industry and Lifetime.

1. **ACTIVE** Active members shall be restricted to school personnel, school superintendents and superintendent's representatives in the State of Florida who are actively engaged in the administration of school plant management. The immediate family of the active members shall be entitled to attend annual In-Service Training Seminars with the payment of appropriate registration fees.
2. **INDUSTRY** Industry membership shall be open to reputable business concerns licensed to do business in the State of Florida.

3. LIFETIME Any active member in the FSPMA that retires from his position in the school system or a past president may be awarded a lifetime membership in the Association by a majority vote of the Board of Directors at any regularly scheduled meeting.

ARTICLE IV

DUES

1. The annual dues of active members shall be twenty-five dollars (\$25.00), which is included in the Conference registration fees, and payment of such dues shall entitle such members to receive the proceeding of the Association.
2. Fees for Sponsorship opportunities with benefits depending on level of sponsorship will be set each year by Board of Directors.
3. Dues shall become due and payable on the first day of the annual In-Service Training Seminar. For new members, joining the Association after 1 January and prior to the annual In-Service Training Seminar, dues paid at the time of joining shall be considered pre-paid dues for the In-Service Training seminar. These pre-paid members shall be entitled to receive the proceedings of the Association effective from the date of membership and dues shall next become due and payable on the first day of the annual In-Service Training Seminar the following year.

ARTICLE V

ELECTION OF OFFICERS

1. All officers of the Association shall be elected at the annual In-Service Training Seminar. Only current members are eligible for election.
2. Members of the Board of Directors shall be elected at the annual In-Service Training Seminar.
 - A. A Director for Maintenance shall be elected.
 - B. A Director for Operations shall be elected.
 - C. A Director for Safety shall be elected.
 - D. A Director for Energy and Environmental shall be elected.
 - E. A Director for Grounds shall be elected.

ELECTION OF DISTRICT DIRECTORS

District Directors shall be elected by the Board. District Directors do not have to reside within the District they represent.

District No. 1 – Escambia, Santa Rosa, Okaloosa, Walton, Holmes, Washington, Bay, Jackson, Calhoun, Gulf, Gadsen, Liberty, Franklin, Leon, Walkulla, Jefferson, Madison, Taylor, Hamilton, Suwannee, Lafayette, Dixie ***Chipola Junior College, Gulf Coast Community College, North Florida Junior College, Okaloosa-Walton Community College, Pensacola Junior College, Tallahassee Community College and those State Universities and Colleges within the same region.

District No. 2 – Columbia, Gilchrist, Baker, Union, Bradford, Alachua, Nassau, Duval, Clay, Putnam, Saint Johns, Flagler, Volusia, Levy, Citrus, Marion, Sumter, Lake ***Central Florida Community College, Daytona Beach Community College, Florida Community College at Jacksonville, Lake City Community College, Lake-Sumter Community College, Santa Fe Community College, St. Johns River Community College and those State Universities and Colleges within the same region.

District No. 3 – Hernando, Pasco, Pinellas, Hillsborough, Manatee, Sarasota, Polk, Seminole, Orange, Brevard, Osceola ***Brevard Community College, Hillsborough Community College, Manatee Community College, Pasco-Hernando Community College, Polk Community College, St. Petersburg Junior College, Seminole Community College, Valencia Community College and those State Universities and Colleges within the same region.

District No. 4 – Monroe, Indian River, Okeechobee, Saint Lucie, Martin, Palm Beach, Broward, Dade ***Broward Community College, Florida Keys Community College, Indian River Community College, Miami-Dade Community College, Palm Beach Community College and those State Universities and Colleges within the same region.

District No. 5 – Hardee, DeSoto, Charlotte, Lee, Highlands, Glades, Hendry, Collier ***Edison Community College, south Florida Community College and those State Universities and Colleges within the same region.

1. The President, President-Elect who shall succeed to President, Vice President who shall succeed to President-Elect, shall not be elected to the same office for more than one consecutive term, except the President who may serve two consecutive terms in the event of a vacancy in the President-Elect position. The President must be an active member of the Florida School Plant Management Board for two (2) years and must be bondable. Other members of the Board may succeed themselves.
2. The term of office of all officers shall begin on October 1st of one year and end September 30th of the following year.
3. Should any vacancy occur among officers or District Directors, the President shall appoint a qualified member to complete the un-expired term.
4. Nominating Committee –The active Board members present shall serve as the Nominating Committee on an as needed basis.

ARTICLE VI

DUTIES OF OFFICERS

1. The Board of Directors, in addition to its normal function, shall act as the Program Committee.
2. The President shall have general supervision of the affairs of the Association. He shall:
 - A. With the assistance of the Board of Directors and the Department of Education, develop the program for the general Annual Seminar.
 - B. Preside at meetings of the Association and of the Board of Directors, and maintain liaison with other school-related groups, including the Department of Education.
 - C. Determine that the Committee Chairperson call meetings as specified or needed. The President shall serve as an ex-officio member of all committees, with the exception of the Nominating Committee.
 - D. Approve all expenses incurred by the Association as outlined in Article IX.
 - E. Appoint a Sergeant-at-Arms, whose duties are as follows:
 - (1) Keep order during the meetings of the Annual In-Service Training Seminar.
 - (2) Encourage members to attend workshop sessions during the annual InService Training Seminar.
 - (3) Clear Exhibit areas of all members during scheduled Seminars.
 - (4) Perform other related duties assigned by the President.
 - F. Appoint a Director of Specifications Committees, whose duties are as follows:
 - (1) Coordinate with the President, the location, time and dates for all Product Evaluation Program Specifications Committee (PSC) meetings.
(minimum of three (3) per year)
 - (2) Serves as Liaison between the Board of Directors and the Product Evaluation Program Specifications Committees (PSC). Maintain minutes of their meetings; distribute minutes and other information to committee members and Board of Directors.

- (3) Attends all Product Evaluation Program Specifications Committee (PSC) meetings and Board of Directors meetings.
- (4) Be knowledgeable of the operational guidelines for the FSPMA Product Evaluation Program Specification Committees (PSC).

G. Appoint a Coordinator of Conventions, whose duties are as follows:

- (1) Assists the Vice President, President-Elect and President with the site location for the annual In-Service Training Seminar. (exhibitor space, meeting rooms, banquet facilities, parking, rooms and related areas)
- (2) Serve as liaison between the President, President-Elect, Vice President and the Industrial Member Chairman and Alternate Chairman.
- (3) Works with Officers of the Association to help with the schedule of activities.
- (4) Be knowledgeable of the FSPMA Exhibitors Convention Conduct Rules and Industrial Member Chairman Election and Duties.

H. Appoint a Media Coordinator, whose duties are as follows:

- (1) Assists the President with maintaining the Association website
- (2) Assists the President with maintaining the Association social media pages.
- (3) Assists the Secretary with the Conference program design and execution.
- (4) Oversees Conference pictures and assists the Vendor Chair with signage.
- (5) Perform other related duties assigned by the President.

3. The President-elect shall propose to the Board of Directors the time and site of the next annual In-Service Training seminar; formulate the program theme for approval by the Board of Directors; propose committee chairpersons and committee members, and act for the President in his/her absence.
4. The Vice President shall perform duties assigned by the President, and act for the President, and act for the President-Elect in his/her absence. Amendments or revisions of the By-Laws, when deemed necessary by the Board, are the responsibility of the Vice President.
5. The Secretary and the Treasurer shall be appointed by the President. If the President chooses to act as his own Secretary or Treasurer, he may do so provided the Board of Directors agrees and under the condition that he performs all duties assigned to the respective office.

The Secretary-shall:

- A. Perform clerical services for the President.
- B. Keep accurate minutes of Board of Directors and general membership meetings.
- C. Arrange for registration services at the Annual In-Service Training Seminar.
- D. Record and transcribe minutes of each meeting.
- E. Assist Media Coordinator with Conference program design and execution.
- F. Perform other related duties assigned by the President.

The Treasurer shall:

- A. Maintain all Association monies and accounts.
- B. Present a full report at every meeting.
- C. Perform other related duties assigned by the President.

- 6. Director at Large shall be for a period of one year and will be the immediate Past President. The Director at Large shall:
 - A. Attend all meetings of the Board of Directors. Absences shall be communicated to the President, President- Elect, Vice President, and Secretary.
 - B. Encourage and promote participation in committees and programs of FSPMA.
- 7. The Directors of Maintenance, Operations, Safety, Energy, & Environment and Grounds shall:
 - A. Attend all meetings of the Board of Directors. Absences shall be communicated to the President, President- Elect, Vice President, and Secretary.
 - B. Schedule workshops for the Annual In-Service Training Seminar.
 - C. Encourage and promote participation in committees and programs of FSPMA.
- 8. The District Directors shall:
 - A. Attend all meetings of the Board of Directors. Absences shall be communicated to the President, President- Elect, Vice President, and Secretary.

- B. Communicate with representatives from their assigned counties and/or cooperate with other District Directors in promoting such meetings.
 - C. Encourage and promote participation in committees and programs of FSPMA.
 - D. Other duties as assigned by the President.
9. The non-voting members (Executive Council Chairperson, State Advisor, and Industry Chairperson) shall:
- A. Attend all meetings of the Board of Directors. Absences shall be communicated to the President, President- Elect, Vice President, and Secretary.
 - B. Serve in an advisory capacity to the Board of Directors and serve as an exofficio member of all committees.
 - C. Provide assistance to the President and President-Elect in the discharge of their duties.

ARTICLE VII

COMMITTEE

- 1. The Board of Directors, as defined in Article V, shall be a permanent committee and act in the name of the Association in all matters pertaining to the Association. Except for committees established and defined in other articles of the By-Laws, this Board shall approve all committees and all appointments of committee chairpersons and committee memberships. The Product Evaluation Program Specification Committee shall follow the FSPMA Product Evaluation Program certification procedures. The Board shall approve the In-Service Training Seminar time and site; approve proposed In-Service Training Seminar theme. The Convention Exhibitors shall follow the FSPMA Exhibitor Convention Conduct Rules and Industrial Member Chairman Election and Duties guidelines. The Board shall meet at least three (3) times during the year to conduct Association business.
- 2. Special or Ad Hoc committees serve needs of a specialized or short time nature. These committees shall be appointed by the President and shall cease to exist when their function has been achieved or a new President has taken office.
- 3. Four Standing Committees are hereby established. They will be known as the FSPMA Product Specifications Committees (PSC). There shall be one committee for each of the following components: paint*, chemical, carpet* and custodial training. (*: Suspended until further notice)

4. A Scholarship Selection Committee, which shall include five members of the Florida School Plant Management Association comprised of three Educational and two Industrial members to be appointed by the Board.

ARTICLE VIII

MEETINGS, REPORTS AND PROCEEDINGS

1. An annual In-Service Training Seminar of the Association shall be held each year. Special meetings of the Association may be called by the President with a majority of the Board of Directors. Emergency meetings of the Board of Directors may be held under the auspices of the Association. District meetings shall be presided over by the District Director with the assistance of any officer in attendance. A secretary shall be appointed and minutes of the meeting shall be submitted, in writing, to the Association Secretary within ten days following the meeting.
2. All reports, which include papers, addresses, and lectures to be presented at a meeting, shall be prepared in advance. The Secretary shall be supplied with a copy of each paper, address or lecture, which is given to the Association.
3. The proceedings of the annual In-Service Training Seminar of the Association, in the form of an annual report, shall be compiled by the Executive Council and published under the direction of the Board of Directors. Each active member of the Association, and those who have specifically paid for the proceedings shall be entitled to a copy of the report, which will be mailed by the Executive Council Chairperson.

ARTICLE IX

DISBURSEMENT OF FUNDS

1. Disbursement up to \$1,000.00 must be approved by the President, subject to review by the Board of Directors. Such disbursements may include travel and per diem expenses for the Board of Directors in those instances where the county school board will not honor such expenses and consultant or subcontractor fees.
2. Disbursements of \$1,000.00 or more that are not Conference related must be approved by the Board of Directors prior to the commitment of the expenditures. Prior approval of established conference expenses shall be made by the Board of Directors.
3. A checking account shall be established at any duly licensed bank of the State of Florida in the name of the Association subject to the approval of the Board of Directors. The Treasurer is responsible for all Association monies and accounts. The Secretary shall have complete access to the financials and may act in this capacity in the absence of the Treasurer as directed by the President. The Treasurer shall provide a Treasurer's report that demonstrates a thorough and transparent reconciliation of all accounts at each Board meeting. The Board must approve the Treasurer's Report and Reconciliation as recorded in the minutes of the meeting.

4. A Financial Committee consisting of the President, President-elect, Vice President, Secretary and Treasurer, shall audit the financial records during each fiscal year, which shall be October 1- September 30. The Financial Committee will develop an annual budget that must be approved by the Board of Directors. A final audit report of the Committee will be made at the annual In-Service Training Seminar of the Association. (See Article XIII)

ARTICLE X

AMENDMENTS, RULES, QUORUM, FISCAL

Amendments or revisions to the By-Laws must be proposed in writing to the President at least thirty days prior to the annual In-Service Training Seminar of the Association. The President shall notify within ten days such changes to the Board of Directors for their consideration at their next meeting. Changes approved by the Board of Directors shall be presented to the general membership at the next General Session. The Board of Directors shall recommend adoption of the proposed changes to the general assembly. Such amendments or revisions shall be determined by two-thirds majority of the active members present. Changes go into effect immediately upon adoption.

ARTICLE XI

POLICY

The Association shall operate as a non-profit organization with the officers of the organization receiving no salary or remuneration except expense as required and defined in Article IX. The financial records of the Association shall be audited by the Financial Committee during each fiscal year. The records of the Association are always open to the public.

ARTICLE XII

DISTRIBUTION OF ASSETS, AFTER TERMINATION

No member of the FSPMA or any officer shall have as an individual any interest in or title to the assets of FSPMA and such assets shall be devoted exclusively to the purpose of FSPMA.

In the event of the dissolution and voluntary surrender or revocation of the corporation, all assets then belonging to FSPMA shall be assigned equally to the school districts in all 67 counties plus the 28 community colleges in the State of Florida.

ARTICLE XIII

EXECUTIVE COUNCIL

1. The Executive Council which is comprised of active past presidents, one appointed by the President as Chairperson, is established to help foster continuity of administrative activities within the Association; and to promote all interests of the Association.

Adopted October 27, 1961

Revised April 1967; April 1968; April 1970; May 1973; March 1974; April 1975; March 1976; March 1977; March 1978; March 1981; May 1982; March 1983; March 1984; October 1987; October 1992; October 1993; October 1994; October 1996; October 1997; November 1998; September 2000; September 2006; September 2025.

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