



Texas Gulf Coast Maintenance and Operations

Constitution and By-Laws of the Texas Gulf Coast M & O Association

Constitution

ARTICLE I

Name:

The name of the Association shall be "Texas Gulf Coast Maintenance and Operations Association."

ARTICLE II

Goals and Purpose:

Section I

Establish the highest standards of ethics and efficiency in school maintenance and operations methods and practices.

Section II

Study, analyze, and disseminate efficient methods and practices in all matters pertaining to administration of school maintenance and operations.

Section III

Cooperate and/or affiliate with various other school-related professional organizations.

ARTICLE III

Membership:

Section I

Membership in the Association shall consist of active, associate and vendor members.

Active Members

Active membership shall consist of persons employed in the Texas Public Schools or in any or all phases of work outlined in Article II of the Constitution.

Associate Members

Associate Membership shall consist of other school administrators, private school employees, hospital employees, college or university employees, municipal employees, and other persons directly associated with or concerned with the aims and objectives of the association and persons officially retired by their governing bodies.

Vendor Members

Vendor Membership shall consist of manufacturers, suppliers or consultants, involved in the distribution and/or production of products and equipment associated with facility maintenance and operations that are related to any or all phases of work outlined in Article II of the Constitution. The Executive Board has the right to accept or reject any vendor membership.



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Section II

Each person eligible to become a member and having paid the dues for the current year shall be entitled to the privileges of membership.

ARTICLE IV

Officers:

Section I

The officers of the Association shall consist of a President, Vice-President / Treasurer and a Secretary. Term of office will be limited to one (1) year.

Section II

The elected officers (Executive Board) and chairpersons of all committees shall be Active Members in the Association.

Section III

Should any vacancies occur among the elected officers other than that of President which is filled by the succession of Vice-President / Treasurer to the office of President, these vacancies shall be filled for the remainder of the term by a vote of the Executive Board.

ARTICLE V

Executive Board:

Section I

There shall be an Executive Board composed of the President, the Vice President / Treasurer and Secretary, together with the chairperson of any standing committees.

Section II

The President of the Association shall act as chairperson of the Executive Board.

Section III

The Executive Board shall be vested with the power to act in the name of the Association between regular meetings on all matters pertaining to the welfare of the organization, provided same are not in conflict with the Constitution and By-Laws.

ARTICLE VI

Dues:

Dues may be varied from year to year by vote of the members; the vote to be held at the next regular meeting after the proposal has been presented to the Association as new business. The amount of dues so established shall become effective upon commencement of the next school year. Dues so established shall continue in force until changed by subsequent vote of the Association.

ARTICLE VII

Election and Voting:





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Section I

A quorum for all regular scheduled meetings shall consist of fifteen percent (15%) of the Active Members of the Association, and a quorum for committee meetings shall consist of a majority of the committee members. A quorum for special meeting of the Association shall consist of twenty-five percent (25%) of the Active Members.

Section II

Unless otherwise set forth herein, all votes cast shall be controlled by a majority.

ARTICLE VIII

Amendments:

These Articles may be amended by the affirmative vote of two-thirds (2/3) majority of the members voting at any regular or special meeting of the Association, provided notice of such amendment or amendments and the nature thereof shall have been transmitted to the members at the regular scheduled meeting prior to the date of the meeting said amendment or amendments are to be considered for approval by voting. A minimum of 25 days notice is required before amendment or amendments may be considered.

ARTICLE IX

Ownership of Property:

Section I

Membership in this Association shall not vest any member with any right, title or interest in or to the funds, property or other assets of the Association, now owned and possessed, or that may be acquired, and each member hereby expressly waives any right, title or interest in or to the property and funds of the Association.

Section II

The title to all property, funds and other assets of this Association shall at all times be vested in the Executive Board of the Association in trust for the joint use of the membership of the Association, but no member shall have any severable proprietary right, title or interest therein.

Section III

In the event of the dissolution of the Association, its' property shall be distributed as follows: All property shall be liquidated; all debts of the Association shall be paid, and any excess funds shall be distributed according to Section IV below.

Section IV

Upon the dissolution of the corporation or the winding up of its affairs, the assets of the corporation shall be distributed exclusively for charitable or educational purposes or to organizations which are then exempt from federal tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or corresponding



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provisions of any subsequent federal tax laws and to which contributions are then deductible under Section 170(c)(2) of such Code or corresponding provisions of any subsequent federal tax laws. Organizations having purposes similar to those of the corporation shall be preferred.

Section V

No part of the net income of the corporation shall inure to the benefit of or be distributable to its directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services actually rendered and to make payments and distributions in furtherance of the purposes and objects of this Corporation.

No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in or intervene in any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of the Articles, the corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt from tax under Section 501(c)(3) of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws, or by an organization contributions to which are to be deductible under Section 170(c)(2) of such Code or corresponding provisions of any subsequent federal tax laws.



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BY-LAWS

SECTION I

President:

Listed below are the responsibilities of the person elected to the office of President of the Texas Gulf Coast Maintenance and Operations Association.

1. Preside at all meetings of the Association and of the Executive Board.
2. Prepare an annual budget which shall be submitted to the Executive Board for their approval within 60 days of taking office.
3. Appoint all committees not otherwise provided for, and be an ex-officio member of all committees.
4. Approve all expenses incurred by the Association or by any officials of the Association before such obligations are paid: however, this authority may be delegated in writing to the Vice President/Treasurer.

SECTION II

Vice-President / Treasurer:

Listed below are the responsibilities of the person elected to the office of Vice-President/Treasurer of the Texas Gulf Coast Maintenance and Operations Association.

1. Exercise all the functions of the President elect in his/her absence.
2. Serve as a liaison to Vendor Members to promote the general welfare of the Association.
3. Publish and distribute an annual membership list, separating the same into Active, Associate and Vendor Members.
4. Attend each and every session of the Association's meeting unless otherwise excused by the President.

SECTION III

Secretary:

Listed below are the responsibilities of the person elected to the office of Secretary of the Texas Gulf Coast Maintenance and Operations Association:

1. Keep a full and accurate record of the proceedings and transactions of all meetings of the Association and of the Executive Board, and shall officially sign same, certifying one copy to the president.
2. Be responsible for the program preparation and notification of the meeting of the Association. Have the power to modify or change the program if the best interests of the Association are served thereby, providing such changes do not conflict with the provisions of the Constitution and By-Laws.
3. Records shall be present at all meetings of the Association and of the Executive Board.
4. Keep a record of all official correspondence of the Association, serve all necessary notices after the same have been approved by the President, and make a full report in writing of the transactions by the Association at its regular meeting.



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5. At the expiration of his/her term of office, transfer to successor all papers, and other records and property belonging to the Association.
6. Attend each and every session of the Association's meetings unless otherwise excused by the President.

SECTION IV

Treasurer:

Listed below are the responsibilities of the person elected to the office of Treasurer of the Texas Gulf Coast Maintenance and Operation Association.

1. Keep a correct account between the Association and its members and receive or collect all monies due the Association giving a receipt for the same.
2. The possession of all funds of the Association will be held in safekeeping.
3. Furnish the President with a statement showing the actual financial.
4. Pay all claims approved by the President.
5. Keep a correct ledger account of all receipts and disbursements supported by proper vouchers.
6. Close and balance the Association's books as of August 31st each year, and immediately furnish the President and incoming President with a complete financial statement.
7. Records shall be present at all meeting of the Association and of the Executive Committee.
8. Keep a list of members, separating the same into active, associate, and vendor members, and be custodian of all property belonging to the Association.
9. At the expiration of his/her term of office, transfer to successor all monies, books, papers, and other records and property belonging to the Association.
10. Attend each and every session of the Association's meetings unless otherwise excused by the President.

SECTION V

Committees:

Special Committees

At any time during his/her term of office, the President may appoint any Special Committee deemed necessary by the President. All Active, Associate and Vendor Members may serve on Special Committees.

SECTION VI

Dues:

Recommendations of the annual dues of all members shall be set for the ensuing year by the Executive Board and announced to the membership no later than the September meeting for a vote.



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The right to vote and hold office shall be limited to active members, whose dues are paid for the current year.

The right to have a voice in discussions at meetings of the Association shall be limited to active, associate and vendor members, whose dues are paid for the current year.

SECTION VII

Election and Voting:

Election of officers of the Association shall be held before adjournment of the May meeting. The election shall be under the supervision of the President.

SECTION VIII

Membership and Fiscal Year:

The membership and fiscal year of the Association shall extend from September 1st to August 31st of each calendar year.