



CONSTITUTION
of
HEFMA
Southern Africa

Revision 5
15 September 2009

**CONSTITUTION
OF
HEFMA Southern Africa**

ARTICLE I. NAME

The Tertiary Institutions Maintenance Conference (TIMCON) was established to serve as an annual forum for the mutual discussion and education of maintenance and facility managers at the higher education institutions in South Africa. The need to develop this institution to a more permanent association for the benefit of the facility managers of the higher education institutions of the Southern African Countries led to the establishment of the organization herein referred to as the Higher Education Facility Management Association of Southern Africa. (**HEFMA Southern Africa**).

ARTICLE II. PURPOSES

The purposes of **HEFMA Southern Africa** are:

1. To develop and maintain high quality standards in the facilities management of the physical infrastructure of campuses for Higher Education
2. To promote professional ideals and standards that would assure the best academic environment; and to engage in such other related activities as may be desirable or required to fulfill the objectives of the organization.
3. To provide the best professional service to Higher Education through constant education, information and resource creation.

HEFMA Southern Africa is organized and operated exclusively for charitable and educational purposes. No part of the net earnings of the association shall inure to the benefit of, or be distributed to its directors, officers, other private individuals, or associations organized and operated for profit. The association shall be authorized and empowered to pay reasonable compensation for services rendered and make payments and distributions in furtherance of the purposes as herein above stated. No substantial part of the activities of the association shall involve the carrying on of propaganda or

otherwise attempting to influence legislation. The association shall not participate in or intervene in any political action or campaign.

ARTICLE III. MEMBERSHIP

Membership in **HEFMA Southern Africa** is based upon affiliation with an eligible institution. Dues as well as individual rights and privileges are based on classifications of participating individuals.

A. Eligibility for Membership

1. Institutions from the African countries South of the Equator, which meet the eligibility criteria as described in Articles III.A. and III B of the Bylaws, are eligible for membership in **HEFMA Southern Africa**.
2. Each member institution must have a designated Institutional Representative who meets the criteria established in the Bylaws.

B. Classifications for Membership

There are various classifications of participating individuals; those whose status relates to the institutional membership and those of individual affiliation that is not related to an institutional membership.

1. Institutional Representative

The obligations, rights, and privileges shall be as specified in the Bylaws.

2. Associate

The obligations, rights, and privileges shall be as specified in the Bylaws.

3. Business Partners

The obligations, rights, and privileges shall be as specified in the Bylaws.

4. Emeritus

The obligations, rights, and privileges shall be as specified in the Bylaws.

5. Honorary

The obligations, rights, and privileges shall be as specified in the Bylaws.

ARTICLE IV. ADMINISTRATIVE ORGANIZATION

A. Executive Committee

1. The Executive Committee of **HEFMA Southern Africa** shall be the President, President Elect, Immediate Past President, Secretary, Treasurer, Information Services, Conference Convenor and directors as the need arises. Each shall be a member of **HEFMA Southern Africa**.
2. Power and Duties
 - a. Shall rule on questions of policy which arise between Annual Meetings;
 - b. Shall authorize appropriate expenditures from the treasury;
 - c. Shall approve the Executive Meetings and the Annual General Meeting;
 - d. The executive will have the power to call on its members to vote electronically on matters requiring urgent attention.
3. Quorum

At all meetings of the Executive Committee, three of its members, including either the President or President Elect, shall constitute a quorum. Each member is entitled to one vote. Proxy voting will not be permitted.
4. No member of **HEFMA Southern Africa** shall simultaneously hold more than one office on the Executive Committee.

B. The President

1. The President Elect shall automatically become President following service the preceding year as President Elect, provided that the person is still a member of **HEFMA Southern Africa** and shall assume office as President at the Annual General Meeting; and shall serve a term of one year or until the next Annual General Meeting.

2. Power and Duties

- a. Shall be the executive officer and shall be responsible for the general supervision and direction of the affairs of the HEFMA Southern Africa and shall preside at the Annual General Meeting;
- b. Shall have the authority to appoint committees of **HEFMA Southern Africa** not otherwise provided for and shall advise the Executive Committee of the appointments. Shall develop and provide a budget to the Treasurer prior to the obligation of any funds required by the committees;
- c. Shall serve as Chair of the Executive Committee during term of office;
- d. Shall, in the event of a vacancy among the members of the Executive Committee, with concurrence of a majority of the remaining committee members, appoint a replacement. Notice of such appointments shall be given to all committee members in writing;
- e. Shall be responsible for all education programs for the **HEFMA Southern Africa** membership.
- f. Shall provide the Treasurer a written budget for any activity regarding expenditure of funds prior to obligations of any funds;
- g. Shall be responsible for publishing the Annual Report.
- h. Shall market / promote HEFMA nationally and internationally.

C. The President Elect

1. The Institutional member of the Institution to host the next annual conference following the annual conference when the President Elect takes office as President, will automatically become the President Elect. The President Elect shall assume office at the Annual General Meeting and shall serve a term of one year or until the next Annual General Meeting.

2. Power and Duties

- a. Shall be responsible for the program and handle all arrangements for the Annual General Meeting; shall prepare a transcript of the program of the Annual General Meeting, and shall provide photographic coverage for inclusion in the Annual Report;

- b. Shall accept the office of President following term of office as President Elect
- c. Shall be a member of the Executive Committee;
- d. Shall submit to the Treasurer an itemized, written financial report of the expenditures necessary for conducting the Annual General Meeting. Shall remit any surplus funds to the Treasurer or, upon approval of the Executive Committee, shall be reimbursed from **HEFMA Southern Africa** treasury for any costs above the funds collected at the Annual General Meeting;
- e. Shall, in the absence of the President, perform the duties of the President as herein stated;
- f. Shall, in the event of a vacancy in the office of President, serve as President as herein stated until a new President is named by the Executive Committee to serve out the remaining term;

D. The Immediate Past President.

- 1. The outgoing President will become the Immediate Past President following service the preceding year as President, provided that person is still a member of HEFMA Southern Africa and shall assume office as Immediate Past President at the Annual General Meeting; and shall serve a term of one year or until the next Annual General Meeting.
- 2. Power and Duties
 - a. Shall be a member of the Executive Committee.
 - b. Shall be the Chair of the Awards and / or Scholarship Committees.
 - c. Shall be responsible for new membership approval.

E. The Secretary

- 1. The Secretary shall be elected on even numbered years at the Annual General Meeting by a majority vote, provided the candidate is a member of **HEFMA Southern Africa**. The Secretary shall assume office at the close of the Annual General Meeting; shall serve a term of two years; and may be re-elected to serve more than one term.
- 2. Power and Duties
 - a. Shall record and maintain the minutes of the Annual General Meeting and of the Executive Committee meetings;

- b. Shall, under the direction of the President, be responsible for all records of **HEFMA Southern Africa**;
- c. Shall be responsible for conducting the correspondence of **HEFMA Southern Africa**;
- d. Shall be a member of the Executive Committee;
- e. Shall, in a timely fashion, assist the President in providing information for the publication of the Annual Report;
- f. Shall keep accurate records of the active membership.

F. The Treasurer

- 1. The Treasurer shall be elected on odd numbered years at the Annual Meeting by a majority vote, provided the candidate is a member of **HEFMA Southern Africa**. The Treasurer shall assume office at the close of the Annual General Meeting; shall serve a term of two years; and may be re-elected to serve more than one term.
- 2. Power and Duties
 - a. Shall receive and account for all funds turned over from the Annual General Meeting and other monies collected or due HEFMA Southern Africa;
 - b. Shall receive and disperse all funds for expenditures as authorized in writing by the President or the Executive Committee and shall be authorized to disperse funds for normal operating expenses as required;
 - c. Shall render an itemized, written report at the Annual General Meeting and at the Executive Committee Meetings;
 - d. Shall be a member of the Executive Committee.
 - e. Shall, in a timely fashion, assist the President in providing information for the publication of the Annual Report;
 - f. Shall issue invoices to all existing members during the month of January.

G. Information Services

1. This person will be elected at the Annual General Meeting by a majority vote, provided the candidate is a member of HEFMA Southern Africa. The person will assume office at the close of the Annual General Meeting; shall serve a term of two years; and may be re-elected to serve more than one term.
2. Power and Duties
 - a. Shall establish and distribute the HEFMANIA Newsletter;
 - b. Shall be responsible for the maintaining the HEFMA Southern Africa website;
 - c. Shall be responsible for the benchmarking project;
 - d. Shall be a member of the Executive Committee.

H. Conference Convenor

The convenor of the next conference, if not already a member of the Executive, shall be co-opted onto the Executive for the period up to and including the next conference.

I. Appointment of Directors

Positions of directors will be created by the executive on a needs basis. The filling of this position shall be for up to 2 years. Directors can be re-elected for more than one term.

ARTICLE V. BYLAWS

At an Annual General Meeting, **HEFMA Southern Africa** may adopt or amend any Bylaw consistent with the provisions of this Constitution. A majority vote, cast by the voting members present at the Annual General Meeting, is required for such changes.

ARTICLE VI. AWARDS

Annual awards may be established to recognize exceptional contributions to **HEFMA Southern Africa** and to the Facility Management profession,

ARTICLE VII. MEETINGS

A. Annual General Meeting

A meeting of the membership of **HEFMA Southern Africa** shall be held annually as specified in the Bylaws. The dates shall be established by the Executive Committee.

B. Quorum

Twenty-five percent of the voting membership (institutional or representative) present at the Annual General Meeting shall constitute a quorum for the transaction of business of **HEFMA Southern Africa**. Proxy voting will not be permitted.

C. Procedure

- 1 Parliamentary rules shall govern the procedure of the meetings of **HEFMA Southern Africa**.
2. The order of business shall be as described in the Bylaws.

ARTICLE VIII. AMENDMENTS

- A. Any and all articles, sections, or paragraphs of this Constitution may be repealed or amended at any Annual General Meeting by a vote of two-thirds of the voting members present, provided a quorum is present. A notice of any proposed amendment must be provided in writing to institutional members a minimum of 30 days in advance of the Annual General Meeting.
- B. The Secretary may make minor changes to the Constitution to correct spelling and grammatical errors provided such changes do not alter the meaning of the Constitution and are approved by the Executive Committee at its next regular meeting.

Approved: (Date 13 September 2001)

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