



Higher Education Facilities Management  
Association of Southern Africa

CONSTITUTION

of

HEFMA

Southern Africa

Revision 1/2012  
Draft 20 August 2012

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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 organisation herein referred to as the Higher Education Facilities 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 fulfil the objectives of the organisation.
3. To provide the best professional service to Higher Education through constant education, information and resource creation.

**HEFMA Southern Africa** is organised 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 organised and operated for profit. The association shall be authorised 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 II.A. and II.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 ORGANISATION

### A. Executive Committee

1. The Executive Committee of **HEFMA Southern Africa** shall be the President, President Elect, Immediate Past President, Secretary, Treasurer, Information Services Officer, Conference Convener 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 General Meetings;
  - b. Shall authorise appropriate expenditures from the treasury;
  - c. Shall approve the dates of 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 be elected to more than one office on the Executive Committee.

### B. The President

1. The President Elect shall automatically become President having served 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 close of the Annual General Meeting; and shall serve a term of one year or until the close of the next Annual General Meeting.
2. Power and Duties
  - a. Shall be the chief executive officer and shall be responsible for the general supervision and direction of the affairs of 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 commitment 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 commitment 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 President Elect shall be elected at the Annual General Meeting by a majority vote, following a nomination process as specified in the Bylaws, provided the candidate is a member of HEFMA Southern Africa. The President Elect shall assume office at the close of the Annual General Meeting and shall serve for a term of one year or until the close of the next Annual General Meeting; and thereafter, will automatically succeed to the office of President, after which he or she will serve a one-year term as the association's Immediate Past President (three years total service). A new President Elect is elected each year.
2. Power and Duties
  - a. Shall accept the office of President following term of office as President Elect
  - b. Shall be a member of the Executive Committee;
  - c. Shall, in the absence of the President, perform the duties of the President;
  - d. Shall, in the event of a vacancy in the office of President, serve as President until a new President is named by the Executive Committee to serve out the remaining term;
  - e. The President Elect will become thoroughly acquainted with the affairs of the Association in order to provide capable leadership upon becoming President; and provide oversight for the affairs of the association.
  - f. As President of the Association, he/she will be considered the chief executive officer of the Association and perform all duties commonly incidental to and vested in the office of the chief executive officer of a

corporation; and have general knowledge of and provide leadership responsibility for the business aspects of the Association. Duties to include preparation of the agenda for the Executive and the Annual General Meeting, as well as meetings of the Institutional Members Forum.

- g. As Immediate Past President, he/she will be Chair of the Membership and Nominations Committees among other duties as assigned by the Executive.

#### **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 close of the Annual General Meeting; and shall serve a term of one year or until the close of 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 Membership and Nominations Committees.
  - c. Shall be responsible for new membership approval.

#### **E. The Secretary**

1. The Secretary shall be elected at the Annual General Meeting by a majority vote, following a nomination process as specified in the Bylaws, 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 three 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, of the Executive Committee meetings and of meetings of the Institutional Members Forum;
  - 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. The Treasurer**

1. The Treasurer shall be elected at the Annual General Meeting by a majority vote, following a nomination process as specified in the Bylaws, 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 three 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 to **HEFMA Southern Africa**;
  - b. Shall receive and disperse all funds for expenditures as authorised in writing by the President or the Executive Committee and shall be authorised to disperse funds for normal operating expenses as required;
  - c. Shall render an audited, written report at the Annual General Meeting and at the Executive Committee Meetings; Shall, in a timely fashion, assist the President in providing information for the publication of the Annual Report;
  - d. Shall issue invoices to all existing members during the month of January.
  - e. Shall keep accurate records of the active membership.
  - f. Shall be a member of the Executive Committee.

#### **G. Information Services Officer**

1. The Information Services Officer will be elected at the Annual General Meeting by a majority vote, following a nomination process as specified in the Bylaws, 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 three years; and may be re-elected to serve more than one term.
2. Power and Duties
  - a. The Information Services Officer will organise the work of his/her committee and/or subcommittees as needed to expedite and accomplish the major responsibilities assigned to this position. Such duties include:

- b. General oversight for all publications to ensure quality of its professional content and direction, especially the compilation and distribution of the Hefmania Newsletter.
- c. Encourage members of the Association to write and publish professional papers.
- d. Oversee development and maintenance of HEFMA's website and electronic media.
- e. Oversight of the FPI (Facilities Performance Indicators) to ensure it is current, relevant, and useful to member institutions, as well as co-ordination of the annual benchmarking project.
- f. Shall be a member of the Executive Committee.

## **H. Conference Convener**

1. The convener 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 and will not have any voting rights at Executive meetings.
2. Duties
  - a. The Institutional Member of the Institution to host the next annual conference will automatically become the Conference Convener. The appointment of any member other than the Institutional Member as the Conference Convener, shall be approved by the Executive.
  - b. The Conference Convener shall assume office on the Executive as soon as hosting of the conference has been allocated to the Institution and the Institution has accepted the responsibility, and shall serve a term that ends at the close of the Annual General Meeting at the Conference that the Institution has been responsible to host.
  - c. Shall be responsible for the conference program and handle all arrangements for the Annual General Meeting; shall prepare a report on the conference and shall provide photographic coverage for inclusion in the Annual Report;
  - d. The financing, income and expenditure, associated with hosting the Annual Conference, will be for the account of the hosting institution. The Conference Convener shall prepare a financial budget of the expected income and expenditure. This budget shall be submitted to the Executive Committee no later than during the month of February prior to the conference, but always prior to publishing the registration and accommodation fees to the membership.
  - e. The Conference Convener shall prepare a financial report of the final income and expenditure associated with the conference. This report shall



be submitted to the Executive Committee within five months following the conference.

## **I. Appointment of Directors**

Positions of directors will be created by the Executive on a needs basis. The filling of these positions shall be for up to three years. Directors can be re-appointed for more than one term.

## **J. Director: Business Partners and Professional Affairs [Standards within industry, Audits, Recognition & Awards]**

1. The Director: Business Partners and Professional Affairs will be appointed following a nomination process as specified in the Bylaws, provided the candidate is a member of HEFMA Southern Africa.
2. Powers and Duties:
  - a. The Director for Business Partners and Professional Affairs will organise the work of his/her committee and/or subcommittees as needed to expedite and accomplish the major responsibilities assigned to this position, Such duties include:
  - b. Study ways to develop and implement professional standards applicable to the Association and its members.
  - c. Encourage members of the Association and others as may be appropriate to write about professional topical areas and/or participate in the presentation of professional subjects around the core competencies of facilities management at seminars, workshops and conferences.
  - d. Manage an awards program to assure equity for such recognition across the entire membership of institutional and individual members. Serves as Chair of the Awards and Recognition Committee.
  - e. Serves as the HEFMA liaison with APPA, AUDE, TEFMA, IFMA, SAFMA, SAPOA and other professional associations on matters related to certification and registration of facilities management professionals.
  - f. Develop and implement an ongoing program for growing the Business Partner membership category and increasing the pool of long term sponsors of HEFMA events.
  - g. Shall be a member of the Executive Committee.

**K. Director: Professional Development and Training  
[Conference, scholarships, training programmes]**

1. The Director: Professional Development and Training will be appointed following a nomination process as specified in the Bylaws, provided the candidate is a member of HEFMA Southern Africa.
2. Powers and Duties:
  - a. The Director for Professional Development and Training will organise the work of his/her committee and/or subcommittees as needed to expedite and accomplish the major responsibilities assigned to this position, Such duties include:
  - b. Provide guidance on typical job structures and positions in facilities management with emphasis on the qualifications (education, training and experience) required for the various positions.
  - c. Provide planning, programming, general oversight, and evaluation of all the available educational and professional development programs for facilities management available in Southern Africa.
  - d. Provide leadership in establishing training options where gaps are identified in the Southern African educational system to satisfy the qualifications needs of the facilities management professional.
  - e. Serves as the HEFMA liaison with APPA, AUDE, TEFMA, IFMA, SAFMA, SAPOA and other professional associations on matters related to training and education.
  - f. Shall be a member of the Executive Committee.

**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 recognise 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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