



Higher Education Facilities Management  
Association of Southern Africa

BYLAWS  
of  
HEFMA  
Southern Africa

Revision 1/2012  
Draft 20 August 2012

**BYLAWS  
OF  
HEFMA Southern Africa**

**ARTICLE I  
OFFICE**

**HEFMA Southern Africa** may have an office at such place as may be designated by the Executive Committee.

**ARTICLE II  
MEMBERSHIP**

Membership in **HEFMA Southern Africa** is institutional, with each member institution accorded equal status. To be eligible for membership, institutions shall meet requirements as defined in the Constitution, and the following:

A. *Eligibility for Institutional Membership*

1. Eligibility for institutional membership in **HEFMA Southern Africa** shall be accorded representatives from institutions of higher education which require at least two years of academic credit for graduation and which have been legally granted the authority to award diplomas and degrees.
  - a. The institution must be constituted with a governing board;
  - b. The institution must be accredited or be in the process of being accredited by one or more nationally recognised accreditation agencies;
  - c. The institution must operate and be responsible for its own physical infrastructure;
  - d. The institution must maintain the position of a principal administrator, responsible for the management of the infrastructure of such institution.

B. *Application for Institutional Membership*

1. To acquire and maintain membership, institutions shall have an Institutional Representative who meets the criteria established in the Constitution (Article III.B.) and in the Bylaws. (Article II.C.)
2. Application for institutional membership shall be made by the prospective Institutional Representative to **HEFMA Southern Africa**. The application will be reviewed to ascertain that both the institution and the prospective Institutional Representative meet the qualifications. If the institution meets the qualifications but the prospective Institutional Representative does not, the application will be referred to the **HEFMA Southern Africa** Executive Committee for decision. The Secretary will notify the applicant of action taken on the application.

## C. *Classification of Membership*

### 1. Institutional Representative Membership

The Institutional Representative shall be the official representative of the member institution. The Institutional Representative shall normally be the principal administrator, responsible for management of the physical infrastructure of the institution. A subordinate of the principal administrator may be the Institutional Representative of a member institution, only with the approval of the Executive Committee. Should the Institutional Representative change due to personnel changes in the member institution, the prospective Institutional Representative shall notify the Membership Chair of the proposed change and the new employment status, and request to be designated the new Institutional Representative. Approval processing and authority shall be as with a new request, except that only the qualifications of the prospective new Institutional Representative will be evaluated. The application will be reviewed by the Immediate Past President to insure compliance with the requirements for eligibility. Institutional representatives are eligible to vote and are required to pay annual dues.

### 2. Associate Membership

Associates of **HEFMA Southern Africa** shall be physical infrastructure officials, administrative or supervisory, other than Institutional Representatives, and employed at member institutions. The application will be reviewed by the Immediate Past President to ensure compliance with eligibility requirements. There are no limitations on the number of Associates from each member institution. Associates can hold elective and appointive offices, in which case they shall exercise the rights and functions of the office. Associates are not eligible to vote and are required to pay annual dues.

### 3. Affiliate Membership

Affiliates of **HEFMA Southern Africa** shall be professional personnel employed by educational institutions, engaged in work related to the management of the physical infrastructure and having an interest in the professional activities of **HEFMA Southern Africa**. The application will be reviewed by the Immediate Past President to ensure compliance with eligibility requirements. There are no limitations on the number of Affiliates from each educational institution. Affiliates are eligible to hold elective and appointive offices, are not eligible to vote, and will pay annual dues.

### 4. Business Partners

Business Partners of **HEFMA Southern Africa** shall be professional personnel employed by businesses that have an objective or purpose similar to or related to the management of the physical infrastructure of higher education campuses. Each branch office shall be considered an individual business. The application will be reviewed by the Immediate Past President to ensure compliance with eligibility requirements. Business Partners cannot hold elective or appointive office, cannot vote, but are required to pay membership dues.

5. Emeritus Membership

Emeritus Membership is granted to **HEFMA Southern Africa** members who have retired and whose written application for Emeritus Membership has been approved by the Immediate Past President. Emeritus members may participate in Annual Conferences at a reduced rate, are entitled to receive all **HEFMA Southern Africa** mailings, may serve in appointive offices, are not eligible to vote, and pay reduced annual dues.

6. Honorary Membership

Honorary Membership shall be bestowed on any person deemed worthy of this honour whether or not they have been engaged in the management of physical infrastructure or not. Honorary membership shall require annual approval by the Executive Committee. Honorary members cannot hold elective or appointive office, cannot vote, and do not pay annual dues.

D. *Annual Dues*

1. The amount of annual dues to be paid by Institutional Representatives, Associates, Affiliates, Business Partners and Emeritus Members shall be as approved by a majority of the members present and voting at the Annual General Meeting. Changes will normally be recommended to the membership by the Executive Committee. All changes will be announced to the membership prior to invoicing. Dues shall be payable upon receipt of invoice and shall be considered delinquent ninety days thereafter.
2. The dues paid for the Institutional Representative establishes and maintains institutional membership, the period for which the dues are paid is not affected by a change in Institutional Representatives in accordance with Article II herein.
3. Should an Associate or Affiliate relocate from one member institution to another, the period for which their dues have been paid shall continue in the former institution. Additionally, a replacement Associate or Affiliate from the former institution that meets eligibility criteria, may be approved for the remainder of the period for which the dues have been paid.
4. Business Partners who terminate their relationship with **HEFMA Southern Africa** may be replaced by another individual within the same office for the balance of the un-expired period up to but not including the following Annual General Meeting.

E. *Resignation from Membership*

Any member of **HEFMA Southern Africa** may withdraw from such membership at any time by giving written notice to the Secretary. Such resignation shall take effect upon receipt of such notice. There shall be no refund of dues.

F. *Revocation or Termination of Membership*

Any member of **HEFMA Southern Africa** may have such membership revoked or terminated by action of the Executive Committee whenever in its judgment the best interest of **HEFMA Southern Africa** will thereby be served. Notwithstanding the foregoing, a member of **HEFMA Southern Africa** shall be dropped from the membership rolls of **HEFMA Southern Africa** for:

1. Failure to pay dues after having been sent three notices or
2. Loss of eligibility under the criteria enumerated in Article II herein.

G. *Reinstatement of Membership*

A revoked or terminated individual membership or a revoked or terminated institutional membership may be reinstated upon appropriate action by the Executive Committee.

**ARTICLE III**  
**ANNUAL CONFERENCE AND MEETING OF MEMBERS**

A. *Annual General Meeting*

An Annual General Meeting of the membership of **HEFMA Southern Africa** shall be held together with the Annual Conference as approved by a majority vote of the membership present and voting at the appropriate Annual General Meeting.

B. *Conference and Meeting Guidelines*

1. As established by the Executive Committee, a meeting shall be held prior to November 1 of each year. The proposed meeting dates must be approved by the Executive Committee prior to making any final commitments. The outgoing President will conduct the Annual General Meeting.
2. The financing, income and expenditure, associated with hosting the Annual Conference, will be for the account of the hosting institution. The hosting institution shall prepare a financial report of the income and expenditure. This report shall be submitted to the Executive Committee within five months following the conference.
3. Installation of New Officers will be held during a function at the Conference.
4. The purpose of the Annual Conference is to serve as an educational opportunity for all members and the nature and theme of the conference shall meet this requirement.

C. *Notification of Annual General Meeting and Conference*

1. The proposed program, dates, and budget shall be submitted to the Executive Committee no later than six months in advance of the proposed Annual General Meeting and Conference.
2. Notices of the meeting and conference from the Conference Convener, shall be mailed following approval by the Executive Committee on the following schedule:
  - a. First Notice: - six months prior to the meeting and conference. The mailing should include dates, location, tentative program and a call for papers, as well as the Minutes of the previous Annual General Meeting.
  - b. Second Notice: - twelve weeks prior to the meeting and conference date. This mailing should include detailed information regarding the meeting and conference. (Program, accommodation reservation forms, registration information etc.)
  - c. Third Notice: - four weeks prior to the meeting and conference. This should include a reminder to all members who have not responded to the second mailing as well as an Agenda for the proposed Annual General Meeting.
3. The Secretary shall provide the latest mailing lists/labels to the Conference Convener.

D. *The Conference Budget*

The President and President Elect and their committees shall establish an Annual General Meeting and Conference budget. This budget shall include a registration fee that will cover all required items such as coffee breaks, tours for members, etc. This proposed budget shall be submitted to the Executive Committee for approval at the same time the program material is submitted.

E. *Procedure and Order of Business*

1. Parliamentary rules, as stated in Robert's Rules of Order, shall govern the procedure of the Business Meeting. The President shall explain voting rights and procedures.
2. The Order of the **HEFMA Southern Africa** Annual General Meeting shall be as follows:
  - a. **Approval of the minutes of the previous meeting.** Reading of the minutes may be dispensed with if copies of the minutes have been distributed to members prior to the meeting.

- b. **Report of the Treasurer.**
- c. **Report of the Conference Convener.**
- d. **Reports of Special Committees.**
- e. **Unfinished Business.**
- f. **Report of outgoing President**
- g. **New Business**
  - (1) Election of Officers.
  - (2) Confirmation of place for the succeeding Annual General Meeting.
  - (3) Selection of place for the second succeeding Annual General Meeting.
  - (4) Any other business or discussion from the floor.
  - (5) Appointment of committee members by incoming President.
- h. **Adjournment**

F. *Annual Report*

The Annual Report is the current reference document for use by members and is a permanent record of the activities of **HEFMA Southern Africa** for the year. It shall at minimum include the following:

1. All available program presentations from the Annual Conference.
2. Lists of members and guests attending the Annual General Meeting and Conference.
3. A photographic record of the Annual General Meeting and Conference
4. Official minutes of all Business Meetings.
5. Names of members serving on the **HEFMA Southern Africa** Executive Committee,
6. A list of awards recipients.
7. **HEFMA Southern Africa** Application Form.
8. An annual financial report.

9. A report of significant events of the year, such as seminars, special publications, etc.
10. A current membership list.
11. List of Past Presidents and meeting sites.

G. *Nomination of officers for election or nomination to the Executive*

1. Nomination procedure

- a. The Immediate Past President chairs a Nominations Committee that plans the nomination and election process.
- b. A notice, together with the relevant nomination forms, regarding vacancies will be sent to all Institutional Members and announced in the Hefmania Newsletter and on the **HEFMA Southern Africa** website not later than 31 August of every year.
- c. Candidates meeting the qualifications may be nominated by any member and the duly completed nomination, accompanied by the information indicated under qualifications, shall reach the Secretary not later than 30 September.
- d. The Nominations Committee will verify the completeness and compliance of the nominations and advise the Executive of the candidates that have been shortlisted for election or appointment.

2. Qualifications for the President Elect

- a. Demonstrated record and past history of significant leadership service in an applicable industry association, institutional committees, and/or the profession in general.
- b. Past history of successful association/organisation work related to complex organisations and diverse populations.
- c. Shall not be within 3 years of normal retirement age.
- d. Shall have the full support of the employer institution to accept the duties of President Elect and to be able to commit to the travel programme for the 3 year period. A letter from the employer to this effect should be included with the nomination form.

2. Qualifications for the Secretary

- a. Preferably past history of involvement with associations / committees and their administrative activities.
- b. Computer literate.



- c. Communication skills.
  - d. Shall have the full support of the employer institution to commit to the responsibilities associated with the position. A letter from the employer to this effect should be included with the nomination form.
3. Qualifications for the Treasurer
- a. Preferably past history of involvement with associations / committees and their administrative activities.
  - b. Computer literate.
  - c. Solid understanding of financial accounting.
  - d. Shall have the full support of the employer institution to commit to the responsibilities associated with the position. A letter from the employer to this effect should be included with the nomination form.
4. Qualifications for the Information Services Officer
- a. Demonstrated experience in the depth and breadth of the facilities management profession and its application in the educational environment.
  - b. Demonstrated experience in benchmarking and assessment activities.
  - c. Past experience working with the publication of professional articles and research.
  - d. Past history working with technology in both print and electronic formats.
  - e. Solid understanding of web-based communications technology.
  - f. Shall have the full support of the employer institution to commit to the responsibilities associated with the position. A letter from the employer to this effect should be included with the nomination form.
5. Qualifications for the Director: Business Partners and Professional Affairs
- a. Demonstrated experience in the depth and breadth of the facilities management profession and its application in the educational environment.
  - b. Experience working with corporate business partners preferred.
  - c. General understanding and appreciation for international association and/or education professional activities.

- d. Shall have the full support of the employer institution to commit to the responsibilities associated with the position. A letter from the employer to this effect should be included with the nomination form.
6. Qualifications for the Director: Professional Development and Training
    - a. Demonstrated experience in the depth and breadth of the facilities management profession and its application in the educational environment.
    - b. Experience and understanding of the development of educational and training programs.
    - c. Preferably past history of involvement with international/ regional associations and their education activities.
    - d. Shall have the full support of the employer institution to commit to the responsibilities associated with the position. A letter from the employer to this effect should be included with the nomination form.

#### H. *Institutional Members Forum*

The Executive will arrange meetings with the Institutional Members as and when required. Any Institutional Member may propose items for discussion and the decisions of the Institutional Members Forum will be referred to the Executive for consideration and implementation. The Institutional Members present form a quorum and decisions will be confirmed by a majority vote of the membership present and voting.

### **ARTICLE IV** **FINANCES**

#### A. *General Fund*

All income from membership dues and all income from other sources shall be deposited in the general fund of **HEFMA Southern Africa** and shall be available to pay the expenses of **HEFMA Southern Africa** as provided for in the Constitution, and herein.

#### B. *Audits*

The Executive Committee shall provide for all fiscal arrangements and may require audits of **HEFMA Southern Africa**.

#### C. *Annual Financial Report*

The Annual Financial Report shall be published and distributed prior to the next Annual General Meeting.

D. *Fiscal Year*

The **HEFMA Southern Africa** fiscal year shall extend from 1 September through 31 October.

**ARTICLE V**

**EXECUTIVE COMMITTEE**

The Executive Committee shall be constituted as set out in the Constitution, Article IV.A.

**ARTICLE VII**

**AMENDMENTS**

- A. These Bylaws may be amended at any Annual General Meeting by a majority vote of the members present. Amendments of the provisions of Article VII, herein, shall be proposed, voted upon, or adopted only upon such notice as is described in the Constitution, Article VIII.
- B. The Secretary may make minor changes to the Bylaws to correct spelling and grammatical errors provided such changes do not alter the meaning of the Bylaws and are approved by the Executive Committee at its next regular meeting.

**Approved: 13 September 2001**

**Amended: 15 September 2009**

**Draft Amendment: 2 August 2011**

**Draft amendment: 7 May 2012**