

# **BYLAWS**

**of  
The Rocky Mountain Association  
of  
Higher Education Facilities Officers**

**Organized: February 1953  
Incorporated: February 1977**

**As Amended September 2005**

## **ARTICLE I – NAME**

The official name of this organization shall be: The Rocky Mountain Association of Higher Education Facilities Officers hereinafter referred to as the Rocky Mountain Association (RMA).

## **ARTICLE II – PURPOSE**

1. The purpose of RMA is to promote interest in the planning, construction, care, operation, functionality, and extended useful life of facilities used by universities, colleges and all other institutions of higher education within the region; to promote professional standards among those engaged in this work; to aid and supplement the work of APPA: The Association of Higher Education Facilities Officers; and to engage in such activities as may be needed to fulfill the purposes and objectives of RMA.
2. RMA is organized and operated exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law). No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its directors, officers, other private individuals, or organizations organized and operated for profit (except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes stated above). No part of the activities of the organization shall be the carrying on of propaganda or otherwise attempting to influence legislation, or the publishing or distributing of statements for any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provision herein, the organization shall not carry on any activities not permitted:
  - (a) By an organization exempt from federal Income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law), or applicable Canadian laws and regulations.
  - (b) By an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provisions of any

future United States Internal Revenue Law), or applicable Canadian laws or regulations.

### **ARTICLE III – MEMBERSHIP**

1. Classification for Membership – Membership in RMA shall be open to universities and colleges, or institutions of higher education, and all branches of such institutions, who have a separate and distinct physical plant, buildings and grounds, or facilities organization in the following states: Arizona, Colorado, Montana, New Mexico, Utah, and Wyoming, the provinces of Alberta and Saskatchewan, and the Northwest Territory of Canada. Qualified institutions from states, provinces or countries adjoining any of the above are also eligible for membership. This clause does not apply to institutions already affiliated with RMA.
2. Eligibility for Membership – Applicants from institutions of higher education, who can meet the following criteria, will be eligible for membership in RMA.
  - (a) The institution must require at least two (2) years of academic credit for graduation and must have the authority to award degrees.
  - (b) The institution must be constituted with a governing board and must offer a minimum two-year academic curriculum identified with higher education.
  - (c) The institution must be accredited, or be in the process of being accredited, by one or more nationally recognized accrediting agencies.
  - (d) Academic credits granted by the institution must be acceptable toward the earning of a baccalaureate or higher degree into institutions which require four or more years of academic credit for graduation and which have been legally granted the authority to award such degrees.
  - (e) The institution must operate an independent physical plant, buildings and grounds, or facilities department or division on campus.
  - (f) The institution must have an individual on its staff that is responsible for its facilities.
  - (g) Eligibility for membership in RMA shall also be accorded to a university or college system which employs a physical facilities administrator who supervises other physical facility administrators in charge of physical facility work at other institutions operating under the university or college system, provided that each of the institutions in the system can qualify under the criteria enumerated in Article III herein.
3. Institutional Membership – Each member institution is entitled to an unlimited number of regular members. One regular member must be the chief facilities officer of the member institution responsible for the physical plant, buildings and grounds, or facilities

operation. Each institution shall be entitled to one (1) vote regardless of the number of regular members it may have in RMA.

4. Affiliate Member – Affiliate members shall be engaged in work closely associated with physical facilities administration and who have an interest in the purposes and activities of RMA. Affiliate members will receive the RMA publications and may attend regular meetings. Affiliate members will be eligible to vote or hold office in RMA, except in the case where an institution's physical plant or facilities department holds a current RMA institutional membership.
5. Emeritus Members – Any regular or affiliate member of RMA who has retired and has made significant contributions to RMA and the facilities management professions upon request to and approval of the Board of Directors of RMA will be granted emeritus status. An emeritus member has the rights and privileges afforded a regular or affiliate member except the right to hold office or vote for the Institution as a regular member. Emeritus members will not be required to pay annual dues. Emeritus members of RMA are not automatically emeritus members of APPA but must request this status from APPA and meet the APPA criteria. APPA Emeritus members may apply to the Board of Directors of RMA for emeritus status in RMA.
6. Retired Members – Any regular or affiliate member of RMA who has retired upon request to and approval of the Board of Directors will be granted retired status. A retired member has the rights and privileges afforded a regular or affiliate member except the right to hold office or vote. Retired members will be required to pay annual dues.
7. Student Chapters – Student chapters shall be established by being sponsored by a RMA institution in good standing. The student chapters need to focus on physical facilities administration and have an interest in the purposes and activities of RMA. The Board of Directors shall evaluate each sponsoring institution's request for a student chapter. The secretary/treasurer shall maintain a mailing address for the student chapter. Each chapter shall designate a chapter representative. The chapter representative will receive all correspondence and publications for the entire student chapter. Student chapter members may attend regular meetings. Student chapters will not have a voting right or hold an elective office in RMA. Within a year of acceptance student chapters are required to develop their own governing bylaws. These bylaws should deal with the relationship between the student chapter, RMA and the sponsoring member institution. Student chapters must have faculty advisors in accordance with the policies and procedures of the member institution. The Board of Directors will determine annual dues for the student chapter.
8. Student-Individual Members – Student-individual members shall be a student at an institution of higher education and who may have an interest in the purposes and activities of RMA. Student-individual members will receive the RMA publications and may attend regular meetings. Student-individual members will not be eligible to vote or hold an elective office in RMA. The Board of Directors will determine annual dues for the student-individual member.

9. Business Partner Members- Business partner memberships may be offered to individuals, organizations, manufacturers, or suppliers of goods and services operating for profit and ascribing to the policies and purposes of the Association and wishing to support the activities of the Association, subject to approval of the Board of Directors. Election to this category of membership shall not be construed as endorsement, actual or implied, by the Association. A business partner membership shall entitle three (3) representatives of the firm to the following:
  - (a) Receive a complete RMA membership list with addresses and telephone numbers.
  - (b) Receive regional newsletter.
  - (c) Attend regular and special meetings of RMA and bring guests (registration payment required) and receive a copy of the published Proceedings of the Annual Meeting.
  - (d) Engage in discussions and presentations during the technical sessions at annual meetings.
  - (e) Shall be entitled to hold committee appointed office, but not entitled to hold any elected office.
  - (f) Do not have voting rights.
10. Honorary Members – Persons not otherwise members or representative of members of RMA who have rendered exceptional and meritorious service in promoting the purposes for which RMA stands or persons of national stature may be appointed to Honorary membership in RMA, without voting or holding office privileges, upon the approval of the Board of Directors. No more than three Honorary members may be appointed in any year.
11. Rights and Privileges – Regular members of RMA are entitled to the following:
  - (a) One (1) copy of the minutes and proceedings of the annual meeting, to be distributed as described in paragraph IV-3 (e) herein.
  - (b) Receive copies of publications printed by RMA.
  - (c) Request that certain subjects or questions be discussed at annual meetings.
  - (d) Purchase additional copies of the proceedings of the annual meetings, when available at a price to be determined by the Board of Directors.
  - (e) May hold office in RMA.
12. Dues

- (a) Annual Dues – Dues will be assessed as necessary to carry out the purposes of RMA. Dues shall be recommended by the Board of Directors and approved by a majority of the Institutions voting at any regularly scheduled meeting of RMA.
  - (b) Payment Deadline - All dues shall be payable on July 1 of each year and shall be delinquent ninety (90) days after notices are mailed.
  - (c) Registration Fee – A registration fee shall be assessed on each person attending any annual meeting to cover the cost of the meeting.
13. Termination of Membership – A member may be removed from the membership roll of RMA by action of the Board of Directors for:
- (a) Failure to pay annual dues.
  - (b) A change of position whereby the member can no longer qualify under the terms of these bylaws.
14. Reinstatement – Anyone whose membership has been terminated for failure to comply with the provisions of these bylaws may request to be reinstated to membership by action of the Board of Directors.

#### **ARTICLE IV- ADMINISTRATIVE ORGANIZATION**

- 1. Officers – The officers of RMA shall be: president, first vice-president, second vice-president, third vice-president, secretary/treasurer, newsletter editor, historian, committee chairs of the RMA Information and Research, Education, Professional Affairs, Awards and Recognition, and Membership Committees, and two (2) delegates to the APPA Board of Directors.
- 2. Election – The new third vice-president, secretary/treasurer and newsletter editor shall be elected at the annual meeting to serve to the conclusion of the next annual meeting following their election, except where otherwise provided, or until their successors have been elected.
- 3. President – The president shall:
  - (a) Preside at all meetings.
  - (b) Appoint special positions as necessary to accomplish the goals and objectives of the Association with the approval of the Board of Directors.
  - (c) Serve as a member and chairman of the Board of Directors.
  - (d) Be diligent in preparing the proceedings of the annual meeting at which they succeed to the presidency.

- (e) Distribute the minutes and proceedings of the annual meeting as follows:
    - 1. One (1) free copy to each institution having a regular member in RMA;
    - 2. One (1) free copy to members in attendance at the annual meeting, and;
    - 3. Copies to those members of RMA and APPA wishing to purchase them.
  - (f) Shall serve as junior representative-elect to the APPA Board of Directors.
  - (g) When the term of the office is over, this individual will automatically become the junior representative to the APPA Board of Directors.
4. First Vice-President – The first vice-president shall:
- (a) Become president automatically after serving a term as first vice-president, providing that the individual remains eligible for membership in RMA. The office of president shall be assumed at the close of the annual meeting and shall serve until the close of the next annual meeting.
  - (b) Assume the duties of the president in the absence or incapacity of the president.
  - (c) Handle all physical arrangements for the current annual meeting and advise with the second vice-president on programs of their next succeeding annual meeting.
  - (d) Plan the current annual meeting and prepare a budget for approval by the Board of Directors.
  - (e) Submit to the secretary/treasurer an itemized report of funds needed for the annual meeting.
  - (f) Discuss and counsel with the Board of Directors on arrangements for the annual meeting.
  - (g) Working closely with the Secretary/Treasurer and RMA Membership chair, maintain an up-to-date and accurate membership list by Institutions and Members.
5. Second Vice-President – The second vice-president shall:
- (a) Become first vice-president automatically after having served a term as second vice-president. The first vice-president shall be from the institution hosting the next succeeding annual meeting.
  - (b) Serve as program chairman for the next succeeding annual meeting, canvas members for suggestions and help for the program, instruct contributors on form of paper to be presented, and work closely with the first vice-president in hosting their annual meeting.

- (c) Follow the counsel of the Board of Directors in arranging the program for the next succeeding annual meeting and have its approval before authorizing the preparation of papers.
  - (d) Be responsible for business partner members, making sure we follow policy and procedure and following up on business partner membership each year.
6. Third Vice-President - The third vice-president shall:
- (a) Become second vice-president automatically after having served a term as third vice-president. The second-vice president shall be from the institution hosting a succeeding annual meeting.
  - (b) Serve as program chairman for a succeeding annual meeting, canvas members for suggestions and help for the program, instruct contributors on form of papers to be presented, and work closely with the first vice-president in hosting their annual meeting.
  - (c) Follow the counsel of the Board of Directors in arranging the program for a succeeding annual meeting and have it approved before authorizing the preparation of papers.
  - (d) Be responsible for scholarship processes. Solicit institutions for applications. Promote scholarships at annual meetings. Make sure we follow policy and procedures for scholarships.
7. Newsletter Editor – The newsletter editor shall:
- (a) Be elected by a majority vote of representatives, and be eligible to vote, at each annual meeting. There will be no limitations on the number of years for which an individual may be re-elected.
  - (b) Be responsible for the publication of a newsletter on a quarterly basis.
  - (c) Appoint a member from each state or province to report items that will appear in a newsletter.
  - (d) Annually submit a budget plan to the Board of Directors and arrange through the president or secretary/treasurer for funds to cover the costs of publication and distribution of the newsletter.
8. Secretary/Treasurer – The secretary/treasurer shall:
- (a) Be elected by a majority vote of representatives present, and be eligible to vote at the annual meeting. There will be no limitation on the number of years for which an individual may be re-elected.

- (b) Collect and dispense funds as approved by the Board of Directors and/or approved by the president and one other member of the Board of Directors in writing.
- (c) Present at the annual meeting a financial statement for the year ending.
- (d) Keep the official correspondence file.
- (e) Keep minutes of all Board of Directors meeting.
- (f) Maintain all correspondence for three years at which time the oldest files will be transmitted to the Historian for retention and archiving.

9. National Delegates –The national delegates shall:

- (a) There shall be two (2) voting delegates to the APPA Board of Directors. The immediate past president of RMA shall assume the office of junior representative to the APPA Board of Directors. Upon completion of the term as junior representative, this individual shall become the senior representative to the APPA Board of Directors.
- (b) Both delegates shall attend the meetings of the Board of Directors of APPA and shall report to that board the policies and decisions of RMA as reflected by its members, as well as the policies and decisions reached by the Board of Directors of RMA.

10. Historian – The Historian shall:

- (a) Be appointed by the Board of Directors for a three-year term and may be reappointed for successive terms.
- (b) Be a non-voting member of the Board of Directors.
- (c) Attend all Board of Directors and Annual Membership Meetings and submit an annual report to the Board of Directors on the Historian's activities.
- (d) Ensure that each RMA annual meeting is appropriately documented with photographs of the meeting and activities. These photographs, taken by the Historian, the hosting institution or professional photographers, shall be placed in an album and combined with the annual meeting proceedings to highlight the annual meeting including awards and presentations, social activities, education sessions, business partners, etc.
- (e) Compose, publish and distribute an addendum to the RMA History, originally authored by H. Val Petersen, commencing with the 50<sup>th</sup> anniversary and for each successive decade thereafter.

- (f) Coordinate with the Secretary/Treasurer to maintain a repository of the Association's historical documents, papers, reports, publications, annual meeting proceedings, etc. These records will be passed on to the new Historian at the end of the Historian's tenure.
- (g) Recommend to the Board of Directors those records, documents, etc., that should be destroyed in accordance with good records management processes. Only records, documents, etc., approved by the Board of Directors shall be destroyed.
- (h) Submit any costs associated with the preparation, publication and distribution of any historical documents for approval by the Board of Directors.

11. Board of Directors – The Board of Directors shall:

- (a) Be composed of the president; first vice-president; second vice-president; third vice-president; newspaper editor; secretary/treasurer; chair, information and research committee; chair, education committee; chair, professional affairs committee; chair, awards and recognition committee; chair, membership committee; two (2) national delegates and historian (non-voting).
- (b) Rule on questions of policy that arise between Annual Meetings.
- (c) Name a replacement for any officer of RMA who for any reasons shall become unable to perform the duties of his office.
- (d) Approve the program, budget, and physical arrangements for the annual meeting.
- (e) Authorize expenditures from the treasury.
- (f) Determine registration fee for all annual meetings.
- (g) Review and award scholarships.
- (h) Approve dates and locations for the annual meetings.
- (i) Approve Annual Election Ballot.
- (j) Promote diversity within RMA.
- (k) Review changes and amendments to the bylaws.
- (l) Bring all important policy matters and changes or amendments to the bylaws to the membership present at annual meetings for consideration and action.
- (m) Elect all RMA committee chairs by majority vote of the Board upon recommendations/nominations from the membership of RMA. The Committee Chairs will serve for three years. This term can be extended for an additional year upon request of the Committee Chair and approval by the Board. Authorize the

President to recommend the Committee Chairs to the APPA President as the regional nominations for the similar APPA committees.

12. Chair, Information and Research - The Chair shall:

- (a) Constitute a RMA Information and Research Committee consisting of one member from each state and province in RMA in coordination with the Board.
- (b) Schedule and chair committee meetings to address key issues and business of the committee. Meetings will be held at least once a year at the annual RMA Educational Forum.
- (c) Prepare reports and report to the Board at the mid-year and annual meetings on the committee actions during the past year.
- (d) Develop and coordinate Regional information and research programs and support for the APPA Information and Research Committee's various programs.
- (e) Serve as liaison between the APPA Information and Research Committee and the RMA Board.
- (f) Develop and present to the Board for approval the Committee charge for the upcoming year at the annual meeting.
- (g) Develop and present to the Board for approval any budget item deemed necessary by the Regional committee.

13. Chair, Education Committee – The Chair shall:

- (a) Constitute a RMA Education Committee consisting of one member from each state and province in RMA in coordination with the Board.
- (b) Schedule and chair committee meetings to address key issues and business of the committee. Meetings will be held at least once a year at the annual RMA Educational Forum.
- (c) Prepare reports and report to the Board at the mid-year and annual meetings on the committee actions during the past year.
- (d) Develop and coordinate Regional education programs and support for the APPA Education Committee's various programs.
- (e) Serve as liaison between the APPA Education Committee and the RMA Board.
- (f) Develop and present to the Board for approval the Committee charge for the upcoming year at the annual meeting.

- (g) Develop and present to the Board for approval any budget item deemed necessary by the Regional committee.
- (h) Develop and coordinate Regional training assessments.

14. Chair, Professional Affairs Committee – The Chair shall:

- (a) Constitute a RMA Professional Affairs Committee consisting of one member from each state and province in RMA in coordination with the Board.
- (b) Schedule and chair committee meetings to address key issues and business of the committee. Meetings will be held at least once a year at the annual RMA Educational Forum.
- (c) Prepare reports and report to the Board at the mid-year and annual meetings on the committee actions during the past year.
- (d) Develop and coordinate Regional professional affairs programs and support for the APPA Professional Affairs Committee's various programs.
- (e) Serve as liaison between the APPA Professional Affairs Committee and the RMA Board.
- (f) Develop and present to the Board for approval the Committee charge for the upcoming year at the annual meeting.
- (g) Develop and present to the Board for approval any budget item deemed necessary by the Regional committee.

15. Chair, Awards and Recognition Committee – The Chair shall:

- (a) Constitute a RMA Awards and Recognition Committee consisting of one member from each state and province in RMA in coordination with the Board.
- (b) Schedule and chair committee meetings to address key issues and business of the committee. Meetings will be held at least once a year at the annual RMA Educational Forum.
- (c) Prepare reports and report to the Board at the mid-year and annual meetings on the committee actions during the past year.
- (d) Develop and coordinate Regional awards and recognition programs and support for the APPA Awards and Recognition Committee's various programs.
- (e) Serve as liaison between the APPA Awards and Recognition Committee and the RMA Board.

- (f) Develop and present to the Board for approval the Committee charge for the upcoming year at the annual meeting.
  - (g) Develop and present to the Board for approval any budget item deemed necessary by the Regional committee.
16. Chair, Membership Committee – The Chair shall:
- (a) Constitute a RMA Membership Committee consisting of one member from each state and province in RMA in coordination with the Board.
  - (b) Schedule and chair committee meetings to address key issues and business of the committee. Meetings will be held at least once a year at the annual RMA Educational Forum.
  - (c) Prepare reports and report to the Board at the mid-year and annual meetings on the committee actions during the past year.
  - (d) Develop and coordinate Regional membership programs and support for the APPA Membership Committee’s various programs.
  - (e) Serve as liaison between the APPA Membership Committee and the RMA Board.
  - (f) Develop and present to the Board for approval the Committee charge for the upcoming year at the annual meeting.
  - (g) Develop and present to the Board for approval any budget item deemed necessary by the Regional committee.
17. Committees – In addition to all responsibilities previously enumerated, and to facilitate long-range programs of RMA, all committees that will function for longer than one (1) year shall have their members appointed for staggered terms of service. Replacements for those retiring shall be made each year. The termination date for the committee members shall be the day following the close of the annual meeting.

## ARTICLE V – MEETINGS

1. Regular Meetings - RMA shall meet annually, or more often, as agreed at the annual meeting. The Board of Directors shall set the meeting dates.
2. Quorum – For the transaction of business of RMA at annual meetings, the majority vote of the eligible voting member institutions present at the annual meeting shall stand, except as provided in Article VI. An “eligible voting member institution” is one that meets the criteria of Article III-3.
3. Order of Business – Order of business at annual meetings shall include approval of minutes and secretary/treasurer’s reports, reports from standing and select committees,

selection of future meeting sites, election of new officers, and other business as deemed appropriate by the Board of Directors.

4. Board of Directors Meetings – The RMA Board of Directors shall meet at the Annual Meeting and a mid-year meeting to conduct the business of RMA. The Board of Directors shall set meeting dates.

#### **ARTICLE VI – REVISIONS**

Any regular or affiliate member may recommend a change or amendment to these bylaws. Requests for considerations for changes to the bylaws must be submitted in writing to the RMA Board of Directors.

Proposed bylaw amendments or changes must be published in the RMA newsletter, or through other written means of communication (including electronic media) made available to all regular members of RMA, no less than three (3) months before the annual meeting at which a vote is scheduled to be taken.

These bylaws of RMA may be amended/revised by a three-fourth (3/4) affirmative vote of eligible voting member institutions present and voting at any annual meeting of RMA. Revised date must be stated at the beginning of the bylaws.

NOTE: These bylaws have been revised as per changes approved at the annual meetings held:

September 12, 1987, in Estes Park, Colorado;  
September 29, 1992, in Sundance, Utah;  
September 21, 1993, in Edmonton, Alberta;  
September 26, 1994, in Boulder, Colorado;  
September 18, 1997, in Jackson, Wyoming;  
September 17, 1998, in Prescott, Arizona;  
October 8, 1999, in Albuquerque, New Mexico;  
September 16, 2002, in Banff, Alberta, Canada;  
September 19, 2003, in Sedona, Arizona;  
September 21, 2004, in Jackson Hole, Wyoming;  
September 14, 2005, in Vail, Colorado