

ARTICLES OF ORGANIZATION
ARKANSAS ASSOCIATION OF FACILITIES ADMINISTRATORS

ARTICLE I.
NAME

The name of this organization shall be the **Arkansas Association of Facilities Administrators**, hereinafter referred to as **AAFA**.

ARTICLE II.
AFFILIATIONS

Section 1. The Arkansas Association for Facilities Administrators will assist and supplement the individual members of the Association, the Central Association of Physical Plant Administrators, CAPP, and the international organization, The Association of Higher Education Facilities Officers, APPA.

Section 2. Notwithstanding the above affiliations, AAFA is an independent and autonomous organization and shall retain its own Articles of Organization and bylaws, and shall be governed by its own members and officers.

Section 3. The Arkansas Association of Facilities Administrators can at any time terminate its affiliations with CAPP and/or APPA by amending the bylaws and articles of organization.

ARTICLE III.
PURPOSE

The Arkansas Association of Facilities Administrators is established for the purpose to develop and maintain high standards in the administration, maintenance, operation, planning, and development of physical plants in institutions of higher education; to promote professional codes and standards to better serve the objectives of colleges and universities and to engage in such other related activities as may be desirable or required to fulfill the objectives of the organization.

A further purpose is to assist and supplement the work of CAPP, Central Association of Physical Plant Administrators and APPA, The Association of Higher Education Facilities Officers.

AAFA is organized and operated exclusively for charitable and educational purposes within the meaning of Sections 501 (c) (3), and 170 of the IRS Code of 1954 (for the corresponding provisions of any future United States IRS Law.) No part of the net earnings of the organization shall inure to the benefit of, or be distributable 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 as herein stated.)

No substantial part of the organization's activities shall involve the carrying on of propaganda or otherwise attempting to influence legislation, and the organization shall not participate in or intervene in (including the publishing or distribution of statements) 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 to be carried on by:

- A. An organization exempt from federal tax under Section 501 (a) of the Internal Revenue Code of 1954 as described in Section 501 (c) (3) of such Code (or the corresponding provisions of any future United States Internal Revenue Law,) and
- B. An organization described as Section 509 (a) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue law,) and
- C. An organization of which contributions are deductible under Sections 170, 2055, 2106, 2522 of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law.)

Specific purposes and objectives to include the following:

- A. To develop high standards, codes, and improved principles in the administration and operation of physical plants in institutions of higher education.
- B. To provide opportunities through annual meetings, internal informational exchanges, and organizational publications for closer personal and professional relationships among college and university facilities administrators.
- C. To promote professional standards and ethical conduct among its members in the administration of the duties and responsibilities.
- D. To provide a mechanism for the interchange of ideas and systems between the colleges and universities located in Arkansas.
- E. To disseminate such pertinent information to its members as it will be beneficial to them.

***ARTICLE IV.
ADOPTION***

The Arkansas Association of Facilities Administrators was officially founded on June 01, 1994, with the formal adoption of the Constitution, articles and bylaws by the following Charter AAFA member schools:

University of Arkansas – Monticello
Harding University
Arkansas State University
University of Central Arkansas
University of Arkansas – Pine Bluff
Henderson State University
Arkansas Tech University
Hendrix College
Westark Community College
Southern Arkansas University Tech
North Arkansas Community/Technical College
University of Arkansas
University of Arkansas – Medical Sciences
University of Arkansas – Little Rock

***ARTICLE V.
MEMBERSHIP***

Membership: Membership in AAFA is institutional, with each member institution accorded equal status. Institutional membership eligibility in AAFA shall be accorded representatives of higher education which require at least two years of academic credit of graduation and which have legally granted the authority to award degrees where the institution must be constituted with a governing board, the institution must be accredited or be in the process of being accredited by one or more nationally recognized accreditation agencies, the institution must operate an independent physical Plant and must maintain the position of principal administrator in direct supervision of the physical plant, or buildings and grounds of such entity with the academic credits granted by the institution accepted toward the earning of a baccalaureate or higher degree by the institution or by the transfer to institutions which require four years of academic credit for graduation.

Honorary Membership

A person who has made a specific, outstanding, and valuable contribution in the field of college business management to this organization or other organizations or associations may be elected to honorary or life membership by the Board of Directors. Such a person shall enjoy all the privileges of the organization except those of voting or holding office.

Membership Classifications

1. Institutional membership: The Institutional Representative, the principal administrator responsible for the physical plant of the institution or the system (multiple institutions) shall be the official representative of the member institution and eligible to vote.

Any college, university, junior college, technical college or community college in the state, private or public, offering associate degree or higher: or

- (a) is accredited by an appropriate accrediting association recognized by the Board of Directors of the Association; and
 - (b) qualifies under Section 115 (a) of the Internal Revenue Code (or the corresponding provisions of any future United States Internal Revenue Law).
2. Associate membership: Associate membership shall be afforded to physical plant professionals, administrators and supervisors (other than Institutional Representatives) employed at member institutions, including systems. Associates can hold elective office, and are able to hold appointive office and exercise the rights and functions of the office. There are no limitations to the number of Associates from each member institution. Associates are eligible to vote.
 3. Affiliate membership shall include all professional personnel employed at educational institutions/systems, engaged in work related to physical plant administrators and having an interest in AAFA professional activities. There are no limitations on the number of Affiliates. They are not eligible to hold elective office, but shall be able to hold appointive office and can vote.
 4. Subscribing members are professional personnel employed by business (s) or branch office (s) that have an objective administration. Subscribing members cannot hold elective or appointive office and cannot vote.

ARTICLE VI. OFFICERS

The officers of this organization shall be a President, President Elect, Secretary, Treasurer, and a Board of Directors (Executive Committee), which consists of the four elected officials and the immediate past president. All officers must be actively engaged in college business management at the time of their election and throughout their term of office.

1. President

The president shall be the executive officer of the Association, and subject to the Board of Directors' approval. He is empowered to take action within financial resources available necessary to the general welfare of the Association. The President, when present, shall preside at all business meetings of the Association and the Board of Director.

2. President Elect

The President Elect shall occupy the office and assume the duties of the President as stated above in case of absence of the President. In the event of a vacancy in the office of the President, the President Elect shall serve as Acting President for the unexpired term of the President and until a successor is elected. The President elect serving out an unexpired term shall be eligible to succeed himself as President in a subsequent year. The President Elect shall assume the responsibility for the annual program of the organization during the year in which he holds office.

3. Secretary

In case of absence or incapacity or vacancy in the offices of President or President Elect, the Secretary shall occupy the office and assume the duties of the President as stated above. The Secretary shall give notice of all meetings; shall be responsible for the records of the Association and shall conduct correspondence necessary to fulfill the duties of the office; under the direction of the President and Board of Directors, shall assist in arrangements for suitable and agreeable meeting places for the annual meeting of the organization, and shall make a report to the organization at each annual meeting.

4. Treasurer

The Treasurer shall be responsible for all financial records of the organization; shall receive registration fees collected by the Association; shall keep adequate records of receipts and disbursements and shall report thereon at the request of the Board of Directors and at the annual meeting of the organization; and shall perform such other duties as requested by the President and the Board of Directors.

ARTICLE VII.
ORGANIZATIONAL MEETING

The dates of the annual fall meeting and spring meeting of the organization shall be set by the Board of Directors at a date which will conform to the best interest and convenience of the membership. Special meetings of the organization may be called by the Board of Directors provided written notice thereof be sent to each member at a reasonable time prior to such meeting.

***ARTICLE VIII.
AMENDMENTS***

A proposed amendment to the constitution may be submitted by any member of the organization to the Secretary. The Secretary shall refer the proposed amendment to the Board of Directors for its review. A proposed amendment shall become effective when approved by a two-thirds majority of the members present and voting at the special or annual meeting.

***ARTICLE IV.
PROCEDURES***

Quorum

At all meetings of the Association, the Board of Directors, and other committees, a majority of voting members shall constitute a quorum.

Rules

Robert's Rules of Order shall be used as a guide in questions of procedure when not in conflict with the Constitution and By-Laws of the organization.

Voting

Each regular member institution of the Association shall be allowed one vote. This vote shall be cast by the chief business officer of the member institution or his duly authorized representative.

Fiscal Year

The fiscal year of the Arkansas Association of College and University Business Officers shall begin on the day after that the President-elect takes office and conclude on the day that the same President-elect leaves office, at the following spring meeting.

Meeting

The Board of Directors shall hold a business meeting at the annual fall and spring meetings.

Vacancy

Any vacancies in the Board of Directors, other than the office of President, caused by death, resignation, or other causes shall be filled for the unexpired term, and until a successor is elected, by selection by the remaining members of the Board of Directors. The individual serving out such unexpired term shall be eligible to succeed himself in that office in a subsequent year.

Audits

All financial reports of the organization shall be reviewed by the membership of the audit committee.

Admission

An applicant becomes a member upon acceptance of his/her application by the Treasurer.

Dues

AAFA does not collect dues, or have a dues fee schedule.

Suspension

Active members may be terminated by the Board of Directors or by the Association acting as a committee of the whole for other cause.

ARTICLE X. OPERATING FUNDS

AAFA operating funds are generated by the participant registration fees set by the Board of Directors and the hosting school for the respective fall or spring meeting in question. The established fees must cover all meeting expenses with any unencumbered balance being deposited in the treasury.

ARTICLE XI. DISSOLUTION

Distribution of the organization's assets on dissolution shall be prorated on the basis of the paid registrations of the most recent all or spring meeting of the association.