

**BYLAWS
of
Rocky Mountain APPA**

**Organized: February 1953
Incorporated: February 1977
As Amended September 2012
As Amended 2014
As Amended 2017**

ARTICLE I – NAME

1. The official name of this organization shall be: Rocky Mountain APPA hereinafter referred to as 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 education within the region; to promote professional standards among those engaged in this work; to aid and supplement the work of APPA; 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 or Mexican 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 or Mexican laws or regulations.

ARTICLE III – MEMBERSHIP

1. Classification for Membership – Membership in RMA shall be open to universities and colleges, or institutions of education, all branches of such institutions, and other educational institutions specifically including K-12 Schools, Libraries, and Museums who have a separate and distinct physical plant, buildings and grounds, or facilities organization in the following states: Arizona, Colorado, Idaho, Montana, New Mexico, Utah, and Wyoming, the provinces of Alberta and

Saskatchewan, and the Northwest Territories of Canada, and the states of Chihuahua, Durango, Nayarit, Sinaloa, Sonora in Mexico. 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. Educational Institution Members – Applicants from institutions of education, who can meet the following criteria, will be eligible for membership in RMA.
 - a. To be considered an Education Institution Member the institution must have an independent facilities management organization, or must maintain control over the position of a principal administrator in direct charge of the facilities management organization for such institution.
 - b. Types of Educational Institution Members include:
 - i. 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 degrees.
 - ii. Other Post-Secondary Education Providers.
 - iii. Other Educational Institutions specifically including K-12 Schools, Libraries, and Museums.
 - iv. University or College Systems. Eligibility for separate educational institution membership when the university or college system employs a facilities officer who consults or advises other facilities officers in charge of facilities management efforts at two or more institutions operating under the university or college system. Nothing herein shall be interpreted as denying any qualified institution of higher education regular membership in RMA solely for the reason that a system of colleges and universities of which it is a member is itself a member of RMA.
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 operations, *or a member of the leadership team of the chief facilities officer*. Each institution shall be entitled to one (1) vote regardless of the number of regular members it may have in RMA. *An exception to this article is for the election of the president as outlined in Article IV, 4 Election.”*
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 automatically recognized as emeritus members of APPA. Similarly, those retired RMA members recognized as APPA Emeritus members are automatically granted 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 Chair of the Membership Committee shall maintain a mailing address for the student chapter and the President-Elect shall serve as liaison between the Student Chapters and the RMA Board of Directors. 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 RMA and wishing to support the activities of RMA. Selection to this category of membership shall not be construed as endorsement, actual or implied, by RMA. A business partner membership shall entitle an unlimited number of representatives of the firm to the following:
 - a. Receive a complete RMA membership list with addresses and telephone numbers.
 - b. Receive copies of RMA publications and email or other electronic media messages intended for the members at large.
 - 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.
 - f. Do not have membership 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. All Educational Institution, Affiliate, and Institutional members must be members of APPA.
12. Rights and Privileges – Regular members of RMA are entitled to the following:
 - a. Copy of the minutes from the **Annual general meeting (AGM)** and proceedings of the annual meeting. Copies of the most recent minutes and proceedings will be available on the RMA website.”
 - b. Receive copies of publications printed by RMA and email or other electronic media messages intended for the members at large.
 - c. Request that certain subjects or questions be discussed at annual meetings.

- d. May attend any annual meeting.
 - e. May hold office in RMA.
13. 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 **April 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.
14. 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.
15. 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, President-elect, Secretary, Treasurer, Communication Coordinator, Historian, Annual Meeting Coordinator, Committee Chairs of the RMA Information and Research, Professional Development, Professional Affairs, Awards & Recognition, and Membership Committees, two (2) delegates to the APPA Board of Directors, four (4) Annual Meeting Host Committee Chairs, and one (1) Business Partner representative.
2. Code of Conduct - All officers shall exemplify and strive to maintain the highest attributes of personal and professional character, honesty, and integrity. Officers will uphold these qualities and encourage them in others. Any officer may be removed from office by the affirmative vote of three fifths of the executive committee at any regular or special meeting called for that purpose, for conduct detrimental to the interests of the association, for lack of sympathy with its objectives, or for refusal to render reasonable assistance in carrying out its purposes. Any officer proposed to be removed shall be entitled to at least five days' notice in writing by mail of the meeting of the executive committee at which such removal is to be voted upon and shall be entitled to appear before and be heard by the executive officers at such meeting.
3. Rules of Operation – Unless otherwise provided by these bylaws, the latest edition of the Robert's Rules of Order, as far as practical, shall govern the parliamentary procedures of the Board of Directors.
4. Election – The new president-elect shall be elected by a majority vote of eligible voting members that submit a vote. All appointed officers must be ratified by a majority vote of eligible voting members that submit a vote.
 - a. *Candidates for president-elect should be current or past RMA board members, or current or past board members from another region.*
 - b. *Candidates can be nominated by others or self-nominate.*
 - c. *A 3-member nominating committee shall vet candidates to select the most qualified two candidates to present to the membership.*
 - d. *The nominating committee will consist of the senior representative to the APPA board, junior representative to the APPA board and current president-elect.*

- e. *If one or more of the three member nominating committee is unable or unwilling to serve, the president shall appoint replacements with the approval of the Board of Directors.*
- f. *If two or more candidates are nominated, the candidates will submit their qualifications to the nominating committee. The nominating committee will vet the candidates and present the two most qualified candidates to the institutional members via email. The email will contain a link to the online voting system allowing the Primary Representative from each institution to cast a vote for their preferred candidate. The candidate with the most eligible votes will be elected and will be announced at the annual general meeting.*
- g. *If only one candidate has been vetted and nominated for president-elect and unopposed for the position at least 30 days prior to the annual business meeting then, the entire membership present at the business meeting is eligible to vote*

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

- a. Be composed of the officers of RMA and the APPA Liaison (ex-officio).
- b. Rule on questions of policy that arise between Annual Meetings.
- c. Name a replacement for any officer of RMA who for any reason shall become unable to perform the duties of their 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 the Annual Election and Ratification 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. Appoint the Annual Meeting Coordinator, the Communications Coordinator, the Secretary, the Treasurer, the Historian, all RMA Committee Chairs, and all Annual Meeting Host Committee Chairs by majority vote of the Board of Directors upon ratification by the membership of RMA.
- n. Authorize the President to recommend the Committee Chairs to the APPA President as the regional nominations for the similar APPA committees.
- o. Recommend an annual budget to be approved by a majority vote of eligible voting member institutions present and voting at any annual meeting of RMA. The approved annual budget may be amended, altered, changed, added to, or deleted from not to exceed a variance of 10% of the approved total expense budget by the affirmative vote of the majority of the RMA Board of Directors on behalf of the membership.

6. Executive Committee — The Executive Committee shall:

- a. Consist of the President, President-Elect, Junior Representative, Senior Representative, and Secretary
- b. The Executive Committee shall be responsible for fact finding and making recommendations to the full Board for concerns brought forth with regard to the conduct of officers and members of RMA.
- c. Act as the Board's agent during times of emergency that may prohibit a meeting of the full Board.
- d. Act as the Board's agent on all matters that the Executive Committee determines would be imprudent to wait for the next Board meeting to take such action.
- e. Report to the full Board within 10 days any action that it makes on behalf of the Board.

- f. Seek ratification for urgent decisions made by the Executive Committee on a timely basis from the full Board.

7. President – The President shall:

- a. Preside at all meetings.
- b. Recommend replacement of any officer of RMA who for any reasons shall become unable to perform the duties of their office and appoint special positions as necessary to accomplish the goals and objectives of RMA with the approval of the Board of Directors.
- c. Recommend removal of any board member who is no longer serving the mission and goals of RMA. This removal must be approved by 3/5ths of the Executive Committee.
- d. Serve as a member and chairman of the Board of Directors.
- e. Provide an annual report to APPA for the Facilities Manager magazine.
- 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.

8. President-elect – The President-elect shall:

- a. Become president automatically after serving a term as president-elect, 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. Discuss and counsel with the Board of Directors and the Annual Meeting Coordinator, on arrangements and program for the succeeding annual meeting.
- d. Serve as liaison between the Student and State Chapters and the RMA Board of Directors.

9. Annual Meeting Coordinator – The Annual Meeting Coordinator shall:

- a. Be appointed by a majority vote of the Board of Directors upon ratification by the membership of RMA for a three-year term and may serve no more than 2 successive terms.
- b. Constitute a RMA Annual Meeting Committee consisting of representative(s) from the current Annual Meeting Host Committee, Year 1 Annual Meeting Host Committee Year 2 Annual Meeting Host Committee, Year 3 Annual Meeting Host Committee, representative from the Professional Development Committee, and at least one “at large” representative. Representatives may serve on both the Annual Meeting Committee and any other RMA committee at the same time.
- c. Schedule and chair committee meetings to address current Educational Forum issues. Meetings may be scheduled at the discretion of the Annual Meeting Coordinator and current Annual Meeting Host Committee Chair.
- d. Assist in coordination of Educational Forum physical arrangements and, with Educational Forum Host Chair, submit to the Treasurer an itemized report of funds needed for the annual meeting.
- e. Recommend to the Board of Directors the Year 1, Year 2 and Year 3 Annual Meeting Host Committee Chair, Host Institution, and meeting location.
- f. Coordinate with the Year 1 and Year 2 Annual Meeting Host Committees and the Professional Development Committee Chair canvassing of members for suggestions and help for upcoming program, instruct contributors on form of papers to be presented at their respective meetings.
- g. Prepare reports for the Board of Directors regarding the current Educational Forum.
- h. Serve as liaison between the current Annual Meeting Host Committee and Business

Partners.

- i. Develop and present to the Board of Directors for approval any budget item deemed necessary by the Annual Meeting Host Committees.
- j. Develop and present to the Board of Directors for approval the Committee charge for the upcoming year at the annual meeting.
- k. Be responsible for Business Partner members, ensure compliance with Business Partner policies and procedures, and maintain business partner membership records annually.

10. Communication Coordinator – The Communication Coordinator shall:

- a. Be appointed by a majority vote of the Board of Directors upon ratification by the membership of RMA for a three-year term, 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 coordinating the RMA website and the publication of an on-line newsletter on an ongoing basis. Place content on the website in a timely manner including but not limited to minutes from Board of Director and **Annual general meeting (AGM)**, and proceedings from the annual educational conference. Ensure alignment and consistency of the regional messages with those from APPA.
- c. Appoint a member from each state or province to serve as a correspondent and report items that will appear in the on-line newsletter.
- d. Annually submit a budget plan to the Board of Directors and arrange through the President or Treasurer for funds to cover the costs of the website and any printed publications.

11. Secretary – The Secretary shall:

- a. Be appointed by a majority vote of the Board of Directors upon ratification by the membership of RMA for a three-year term, 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. Keep minutes of all Board of Directors meetings ensure their availability to all members via the RMA website.
- c. Keep minutes of the annual meeting and ensure their availability to all members via the RMA website.
- d. Keep the official correspondence file.
- e. Maintain all correspondence for three years at which time the oldest files will be transmitted to the Historian for retention and archiving.

12. Treasurer – The Treasurer shall:

- a. Be appointed by a majority vote of the Board of Directors upon ratification by the membership of RMA for a three-year term, 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 and ensure their availability to all members via the RMA website.
- d. Coordinate completion of the RMA IRS reporting requirements and submit the report to APPA.

13. National Delegates

- 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.

- i. The Junior Representative shall serve as the liaison and sponsor for the 14ers Club to ensure its membership strives to attain the role as mentor for which it was founded.
 - ii. The Senior Representative shall canvas membership in cooperation with a nomination committee and submit candidates for the elected and appointed positions at the mid-year meeting. Additionally, shall serve as the liaison with the Emeritus members.
 - 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.
14. Historian – The Historian shall:
 - a. Be appointed by a majority vote of the Board of Directors upon ratification by the membership of RMA for a three-year term and may be reappointed for successive terms.
 - b. Attend all Board of Directors and Annual Membership Meetings and submit an annual report to the Board of Directors on the Historian's activities.
 - c. 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 or computer disc and combined with the annual meeting proceedings to highlight the annual meeting including awards and presentations, social activities, education sessions, business partners, etc. When compiled and completed a copy of the proceedings will be made available to the Communications Coordinator for placement of the RMA website.
 - d. Compose, publish and distribute an addendum to the RMA History, originally authored by H. Val Petersen, commencing with the 50th anniversary and for each successive decade thereafter.
 - e. Coordinate with the Secretary to maintain a repository of RMA'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.
 - f. 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.
 - g. Submit any costs associated with the preparation, publication and distribution of any historical documents for approval by the Board of Directors.
15. Business Partner Representative – The Business Partner Representative shall:
 - a. Be elected by a majority vote of the RMA Business Partner Members (or appointed by a majority vote of the Board of Directors in the lack of a Business Partner Members candidate) for a two (2) year term, with a maximum of two consecutive terms.
 - b. Be a voting member of the Board of Directors.
 - c. Must be an RMA Business Partner Member.
 - d. Attend all Board of Directors and Annual Membership Meetings.
 - e. Election to this position shall not be construed as endorsement, actual or implied, by RMA.
16. Chair, Information and Research - The Chair shall:
 - a. Be appointed by a majority vote of the Board of Directors upon ratification by the membership of RMA and will serve for three years. Committee Chair term may be

extended for one additional year upon request of the Committee Chair and approval by the Board of Directors.

- b. In coordination with the Board of Directors, constitute a RMA Information and Research Committee consisting of at least 4 but not more than 8 additional members representing different states/provinces in RMA. One committee member may be a representative of a RMA member institution from adjoining states, provinces, or countries.
 - c. 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.
 - d. Prepare reports and report to the Board of Directors at the mid-year and annual meetings on the committee actions during the past year.
 - e. Develop and coordinate Regional information and research programs and support for the APPA Information and Research Committee's various programs.
 - f. Serve as liaison between the APPA Information and Research Committee and the RMA Board of Directors.
 - g. Develop and present to the Board of Directors for approval the Committee charge for the upcoming year at the annual meeting.
 - h. Develop and present to the Board of Directors for approval any budget item deemed necessary by the Regional committee.
17. Chair, Professional Development Committee – The Chair shall:
- a. Be appointed by a majority vote of the Board of Directors upon ratification by the membership of RMA and will serve for three years. Committee Chair term may be extended for one additional year upon request of the Committee Chair and approval by the Board of Directors.
 - b. In coordination with the Board of Directors, constitute a RMA Professional Development Committee consisting of at least 4 but not more than 8 additional members representing different states/provinces in RMA. One committee member may be a representative of a RMA member institution from adjoining states, provinces, or countries.
 - c. 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.
 - d. Prepare reports and report to the Board of Directors at the mid-year and annual meetings on the committee actions during the past year.
 - e. Develop and coordinate Regional education programs and support for the APPA Professional Development Committee's various programs.
 - f. Serve as liaison between the APPA Professional Development Committee and the RMA Board of Directors.
 - g. Develop and present to the Board of Directors for approval the Committee charge for the upcoming year at the annual meeting.
 - h. Develop and present to the Board of Directors for approval any budget item deemed necessary by the Regional committee.
 - i. Develop and coordinate Regional training assessments.
 - j. Recommend a professional development committee member to participate in the RMA Annual Meeting Committee.
18. Co-Chairs, Professional Affairs and Awards & Recognition Committee – The Co-Chairs shall:
- a. Be appointed by a majority vote of the Board of Directors upon ratification by the membership of RMA and will serve for three years. Committee Co-Chair terms may be extended for one additional year upon request of the Committee Chair and approval by

the Board of Directors.

- b. In coordination with the Board of Directors, constitute a RMA Professional Affairs/Awards & Recognition Committee consisting of at least 4 but not more than 8 additional members representing different states/provinces in RMA. One committee member may be a representative of a RMA member institution from adjoining states, provinces, or countries.
- c. 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.
- d. Prepare reports and report to the Board of Directors at the mid-year and annual meetings on the committee actions during the past year.
- e. Develop and coordinate Regional professional affairs programs and support for the APPA Professional Affairs Committee's various programs.
- f. Develop and coordinate Regional awards and recognition programs and support for the APPA Awards and Recognition Committee's various programs.
- g. Serve as liaisons between the APPA Professional Affairs and Awards and Recognition Committees and the RMA Board of Directors.
- h. Develop and present to the Board of Directors for approval the Committee charge for the upcoming year at the annual meeting.
- i. Develop and present to the Board of Directors for approval any budget item deemed necessary by the Regional committee.
- j. Be responsible for the scholarship processes. Solicit institutions for applications. Promote scholarships at annual meetings. Ensure compliance with policies and procedures for scholarships. Recommend recipients at the mid-year meeting.

19. Chair, Membership Committee – The Chair shall:

- a. Be appointed by a majority vote of the Board of Directors upon ratification by the membership of RMA and will serve for three years. Committee Chair terms may be extended for one additional year upon request of the Committee Chair and approval by the Board of Directors.
- b. In coordination with the Board of Directors, constitute a RMA Membership Committee consisting of at least 4 but not more than 8 additional members representing different states/provinces in RMA. One committee member may be a representative of a RMA member institution from adjoining states, provinces, or countries.
- c. 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.
- d. Prepare reports and report to the Board of Directors at the mid-year and annual meetings on the committee actions during the past year.
- e. Develop and coordinate Regional membership programs and support for the APPA Membership Committee's various programs.
- f. Serve as liaison between the APPA Membership Committee and the RMA Board of Directors.
- g. Develop and present to the Board of Directors for approval the Committee charge for the upcoming year at the annual meeting.
- h. Develop and present to the Board of Directors for approval any budget item deemed necessary by the Regional committee.
- i. Working closely with the Secretary, maintain an up-to-date and accurate membership list

by Institutions and Members, including State and student chapters.

20. Annual Meeting Host Committees – Annual Meeting Host Committees shall:

- a. Be established three years prior to the annual meeting. There will be multiple annual host committees at any given time.
- b. Each annual meeting host committee will include the year of the annual meeting in the committee name to provide clear distinction between committees.
- c. Annual Meeting Host Committees will be comprised of members from the State or Province selected to be the location of an annual meeting.
- d. Each Annual Meeting Host Committee will:
 - i. Plan the programs to be presented at the meeting.
 - ii. Handle all logistics of the annual meeting, including location, and registrations.
 - iii. Be diligent in preparing the proceedings of the annual meeting.

21. Annual Meeting Host Committee Chairs – The Chairs shall:

- a. Be appointed by a majority vote of the Board of Directors upon ratification by the membership of RMA.
- b. As duly appointed members of the RMA Board of Directors, attend all Board of Directors meetings and be included in all Board of Directors discussions.
- c. Become a full member of the Board of Directors at the annual RMA Members Meeting three years prior to the Annual Meeting that they will be hosting, and remain a full member of the Board of Directors until replaced at the annual RMA Members Meeting following the Annual Meeting that they have hosted.
- d. Working with their respective committees, handle all physical arrangements for their respective annual meeting and advise the Board of Directors on programs of their respective annual meeting.
- e. Coordinate with the Annual Meeting Coordinator to select a site and make the physical arrangements for their respective annual meeting.
- f. Follow the counsel of the Board of Directors in arranging the program for their respective annual meeting and have it approved before authorizing the preparation of papers.
- g. Plan their respective annual meeting and prepare a budget for approval by the Board of Directors.
- h. Submit to the Treasurer an itemized report of funds needed for their respective annual meeting, and at the end of the annual meeting submit an itemized report of actual revenues, donations, and expenses including information such as the final attendance figures.
- i. Discuss and counsel with the Board of Directors on arrangements for their respective annual meeting.
- j. Working closely with the Professional Development Committee, select appropriate educational sessions and presenters.
- k. Working closely with the Historian, be diligent in preparing the proceedings of the annual meeting.

22. 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 general meeting (AGM)**, the majority vote of the eligible voting member institutions and affiliate members present at the annual meeting shall stand, except as provided in **Article IV**. An “eligible voting member institution or affiliate member” is one that meets the criteria of Article III.
3. Order of Business – Order of business at **Annual general meeting (AGM)** shall include approval of minutes and Treasurer’s reports, reports from standing and select committees, selection of future meeting sites, election and ratification of new officers and appointed members of the Board of Directors, 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. The Board of Directors may conduct phone conferences or other forms of conferencing throughout the year as needed or decided upon by the President

ARTICLE VI – FOURTEENERS CLUB

The Rocky Mountains are part of the North American Cordillera, which stretches 3,000 miles from Alaska through western Canada and the United States into northern Mexico. The centerpiece of this dramatic uplift are the 54 peaks over 14,000 feet, or "Fourteeners" as they are affectionately referred to by climbers.

1. Purpose - The purpose of the Fourteeners Club (a.k.a. 14ers Club) is to:
 - a. Promote a recognition program for individuals within RMA who aspire to greater heights.
 - b. Support RMA in its mission to “promote and develop the leadership capabilities of the higher education facilities management professional by providing timely opportunity for communications, partnerships, and education.”
 - c. Recruit and mentor others to prepare for and fulfill leadership roles at their own institutions, within RMA and within APPA International.
2. Membership – Membership in the 14ers Club is considered an honor and is acknowledged for those who have reached a milestone in their participation with RMA. Membership in the 14ers Club is open to all RMA members who are in good standing and meet the longevity, participation and service requirements. Members of the 14ers Club shall be committed to advancing the goals of RMA, and in addition be committed to the promotion of hospitality, communication and comradeship within the region.
3. Eligibility for Membership - To become a member of the 14ers Club RMA members must climb fourteen (14) peaks. Criteria for eligibility must be approved by the Board of Directors and be available to all RMA members.
4. Lead Climber – The Lead Climber shall be selected by majority vote of the 14ers Club membership present at the annual meeting. There will be no limitation on the number of years for which an individual may be re-elected. The Lead Climber shall:
 - a. Attend the Fall RMA Board of Director’s meeting and report on the status of the organization. The annual report shall include an update on the program’s development, mentoring prospects and recruitment status.
 - b. Ensure applications for new membership and Climbing Buddy requests are available on the RMA website.

- c. Receive and process application requests.
 - d. Initiate new members into the 14ers Club.
 - e. Coordinate Climbing Buddy assignments.
 - f. Maintain records of 14ers Club membership and Climbing Buddy assignments.
5. 14ers Club Members – Upon acceptance into the 14ers Club new members will pledge during the initiation program to continue their contribution and service through mentoring others and supporting the regional organization.
 6. Climbing Buddies – A “Climbing Buddy” concept shall be incorporated to promote comradeship and mentoring. Gumbies, the term applied to novice climbers, may request a climbing buddy. Upon approval by the Lead Climber, a 14ers Club member will be assigned to the gumbie as a climbing buddy. Communication frequency will be informal and left up to the climbing buddies, however frequent contact is encouraged.
 7. Honorary Memberships – Honorary membership into the 14ers Club shall be permitted upon approval of the RMA Board of Directors.
 8. Annual Meeting – The 14ers Club shall meet annually during the RMA Annual Educational Forum. Meetings shall include:
 - a. Election of the Lead Climber.
 - b. Initiation and recognition of new members.
 - c. Distributing milestone peak climbing awards.
 - d. Assignment of climbing buddies.

ARTICLE VII – 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 electronic format to the RMA Board of Directors.

Proposed bylaw amendments or changes must be published on the RMA website, or through other written means of communication (including electronic media) made available to all regular members of RMA, no less than *30 days* before a vote is scheduled to be taken.

These bylaws of RMA may be amended or revised by a *three-fourth (3/4)* affirmative vote of eligible voting member institutions that submit a vote.

Voting Rights. *Each Educational Institution and Affiliate Member of the Association (except in the case where an institution’s physical plant or facilities department holds current RMA Institutional membership) shall be entitled to one vote on all matters of the Association requiring votes. Votes may be cast at meetings of the membership or by mail or electronic ballot, as determined by the Board of Directors. The Institutional Representative is responsible for approving or designating his or her proxy.*

If deemed necessary by the board of directors, the RMA President may require each member institution’s authorized electronic voting member to register with the secretary prior to the conduct of business.

Administrative edits to these Bylaws of RMA may be amended, altered, changed, added to, deleted from, or repealed by the affirmative vote of the majority of the RMA Board of Directors on behalf of the membership.

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;
September 22, 2006, in Billings, Montana;
October 1, 2008, in Park City, Utah;
September 23, 2009, in Tucson, Arizona;
October 20, 2010, in Coeur D'Alene, Idaho
September 14, 2011, in Regina, Saskatchewan, Canada
September 19, 2012, in Sheridan Wyoming
September 25, 2013 in Colorado Springs, Colorado
September 24, 2014 in Santa Fe, New Mexico
September 19-20, 2017 in Jackson Hole, Wyoming