



## THE CONSTITUTION OF THE NORTH CAROLINA ASSOCIATION OF COMMUNITY COLLEGE FACILITY OPERATIONS

### ARTICLE I NAME OF ORGANIZATION

Section 1 The name of the organization for which this constitution is written and established is, North Carolina Association of Community College Facility Operations, hereafter referred to as ACCFO.

### ARTICLE II PURPOSE

The North Carolina Association of Community College Facility Operations (ACCFO) is a professional organization which serves and assist community college facility operations personel who are responsible for the the facilities management operations of each of the fifty-eight community colleges and technical institutes within the North Carolina Community College System.

### PHILOSOPHY

The members of the North Carolina Association of Community College Facility Operations (ACCFO) are committed to working together to ensure that all fifty-eight community colleges and technical institutes are able to serve their respective institutions with the highest levels of quality service in the areas of operational and maintenance upkeep of community college facities.

### MISSION

The mission of the North Carolina Association of Community College Facility Operations (ACCFO) is to:

Provide and participate in quality educational programs and other professional development opportunities for all members.

Support each other through networking and sharing of knowledge, experience, resources, leadership/organizational skills, and trade skills.  
Embrace a proactive commitment toward providing well-maintained buildings, environmentally comfortable facilities, safe campuses, clean facilities, energy efficient buildings and beautiful campuses for our students, faculty, staff and visitors.

### ARTICLE III MEMBERSHIP

Section 1 Active membership shall be open to the managers, supervisors, directors, or their equivalent in the facility operations department of any college within the North Carolina Community College System.

### ARTICLE IV OFFICERS

Section 1 The officials of ACCFO shall be a President, Vice President, Secretary, and Treasurer.  
Any active member shall be eligible to be elected as an officer of the association subject to the following limitation. In order to be elected an officer, a member must have served at least one year as an executive committee member. Officers shall not succeed themselves.

Section 2 Officers and executive committee members shall be elected by the association at the spring semi-annual business meeting, shall assume office at the end of that meeting, and shall serve for a term of approximately one year, until a new successor is elected.

Section 3 In the event the office of the President should become vacant, the vice president shall become President. In the event the office of the vice president should become vacant by succession to the office of the President or for any other reason, the executive committee shall appoint one of its current members to the office of the vice president. In the event both the office of the President and vice president should become vacant at the same time, the executive committee shall appoint one of its current members as President and one of its current members as vice president. Any vacancy in the office of secretary or treasurer shall be filled by appointment by the executive committee. Any other vacancy on the executive committee, other than that of immediate past president, shall be filled by appointment by the executive committee from the ACCFO membership in accordance with the east, central, and west classification as specified in Article V, Section 1.

### ARTICLE V EXECUTIVE COMMITTEE

Section 1        The Executive Committee shall be composed of eleven members. These members shall consist of the four elected officers of the association, the immediate past president, the district presidents, and one member from each of the geographical districts listed as follows:

District I        (Western) shall include all fifteen (15) colleges located west of Interstate Highway 77.

District II       (Central) shall include all twenty-one (21) colleges located between Interstate Highway 95 and Interstate Highway 77.

District III      (Eastern) shall include all twenty-two (22) colleges located east of Interstate Highway 95.

Section 2        A simple majority of the Executive Committee shall constitute a quorum for the transaction of business.

Section 3        No official meeting of the Executive Committee shall be held without notification to all Executive Committee Members.

Section 4        The Executive Committee shall have authority to act for and in behalf of the association when the association is not in session.

#### ARTICLE VI ANNUAL MEETING

Section 1        The semi-annual meeting of the association shall be held in the spring and fall of each calendar year at a place and time set by the Site Selection Committee no less than one year in advance of the opening day of the meeting.

Section 2        Special meetings of the association may be called by the President, by a majority of the Executive Committee, or upon petition of fifteen percent of the membership. Notice of ten days in advance of the meeting shall be given all members.

#### ARTICLE VII VOTING MEMBERS

Section 1        Each community college which has paid dues for the current fiscal year prior to the beginning of a business meeting shall be entitled to one vote.

#### ARTICLE VIII DUES

Section 1        The dues for each college shall be set by the Executive Committee and approved by a simple majority vote of the membership present.

Section 2        The dues shall be a flat rate for each college within the community college system. Dues are payable by July 1 annually.

ARTICLE IX  
COMMITTEES

Section 1      Such standing and ad hoc committees as may be needed to achieve the objectives of the association may be authorized by the Executive Committee and named by the President. Committees generally shall study matters which lead to action by the Association.

ARTICLE X  
AMENDMENTS

Section 1      Proposed amendments shall be presented in writing to the Chairman of the Constitutional Committee no less than forty-five days in advance of the opening day of the semi-annual meeting of the association for their review and recommendations and forwarded to the Executive Committee. Amendments thus approved by the executive committee shall be presented to the voting members by the Chairman of the Constitutional Committee to the association as a special order of business. Upon a favorable vote of no less than two-thirds of the members present and voting, amendments shall be ratified and shall take effect upon ratification.

BY-LAWS

CHAPTER I

GENERAL INFORMATION

The policies and procedures outlined in these By-Laws of the Association of Community College Facility Operations have been developed to assist the accomplishment of the goals and objectives of the association.

The By-Laws contain directions and actions authorized by the members of the Association of a continuing nature, but which are not included specifically in the Constitution of the Association.

These By-Laws may be amended at any regular business meeting of ACCFO by a majority vote of the members present.

The By-Laws will be updated and published in the archives and kept by the Secretary of ACCFO.

## CHAPTER II COMMITTEES

### Information on Committees

#### A. EXECUTIVE COMMITTEE

The Executive Committee of ACCFO shall be determined on the basis of Article V, Section 1 of the ACCFO Constitution.

#### B. STANDING COMMITTEES

1. Standing Committees will be established as authorized in Article IX, Section 1 of the ACCFO Constitution.
2. Standing Committees authorized and in existence as of October 29, 1992 are as follows:

Audit Committee - This committee should be composed of at least three members. This committee is responsible for auditing the books of the Association at Spring meeting and at other times as the President may direct. Upon approval by present members, the books and funds of the organization will be turned over to the newly elected treasurer. The treasurer will make a treasurers report at each business meeting of the members. Additionally, the Audit Committee will present the audit report which shall itemize each type of income and each type of expenditure.

Membership Committee - This committee should be composed of at least four members; the current ACCFO treasurer as chairman, and one member from each of the three geographical ACCFO districts. This committee shall provide the leadership to ensure all members of the association participate in the activities whether it be district meetings, training sessions, and/or semi-annual meetings sponsored by the association.

Nominating Committee - This committee shall be composed of at least three members (one from each geographical district) plus as many additional members as the President decides is necessary. The nominating committee shall present a slate of officers and executive committee members to the membership during the Spring semi-annual meeting. This committee shall present to the members present a slate of Officers for their consideration and election.

These nominations must be governed by the Constitution of the Association. Only one slate of officers

and executive committee members will be submitted, but nominations from the floor must be made for a specific district and must be made by a member from the same district for committee members.

d. Professional Development Committee - This committee may be composed of as many members as the appointing President desires. The duties of this committee consist of working with the president in arranging workshops, seminars, and other desirable activities which contribute to the professional growth of the association and its members.

e. Constitutional Committee - This committee should be composed of three members. The chairman of this committee also acts as parliamentarian of ACCFO. Recommendations for amendments in the constitution are presented to this committee for review prior to presentation to the Executive Committee. Amendments approved by the Executive Committee, it shall be presented to the membership of ACCFO in accordance with Article X, Amendments, Section 1.

Vendor Committee - This committee should be composed of as the appointing President desires. The treasurer shall serve as one of the members to facilitate the collection of funds. The duties of this committee consist of working with the professional development committee, site committee, and treasurer to formulate procedures and information to distribute to prospective vendors. The committee shall notify prospective vendors of the location and date of the next semi-annual meeting, provide some guidelines for the vendors, and provide a copy of the upcoming agenda. The committee should seek vendors that will contribute to the professional growth of the association and its members.

Site Committee - This committee shall be composed of as many members as the appointing President desires. In accordance with Article VI, Section 1, this committee shall make their recommendation to the President, executive committee, and members at least one year in advance of the semi-annual meeting. The committee shall provide the members with a date, time, location, and rates for accommodations for the following year semi-annual meeting at the ongoing Fall or Spring conference Meeting.

Awards Committee - This committee shall be composed of as many members as the appointing President desires. The duties of this committee consist of working with the President in providing retiring members with an ACCFO plaque at one of the semi-annual meetings in accordance with Chapter III, Awards, Section B. This committee shall provide a certificate to each elected officer of the association, each district executive committee representative, and each district president at or near the end of his or her

term in accordance with Chapter III, Awards, Section C. This committee shall provide a plaque for the outgoing President to be presented at or near the end of his or her term of office, in accordance with Chapter III, Awards, Section A.. This committee shall work with the elected executive officers, district presidents, and individual ACCFO members to assist with the awarding of the ACCFO Scholarship Program at the Fall Semi-annual Fall Conference provided funds are available, in accordance with Chapter III, Awards, Section D.

Website Committee – This committee should be composed of at least five members; District I President, District II President, District III President, the webmaster (a member or outside person), and a contact member serving as the chairman. The website committee shall be responsible for content, layout, updating web pages, location of server, license fees, and providing all members access to any materials shown on the website (such as training materials, lists, forms, etc.). The website committee will collect information for the website through the contact member who in return will verify the materials for accuracy before being published on the website. The website committee will present the executive committee with any major changes and/or additional web pages for their review. The website committee's main responsibility is to maintain an accurate and informative site for its members and visitors. The website committee shall demonstrate how to navigate the web pages at least once a year at one of the two conferences.

Archive Committee – This committee shall be composed of as many members as the appointing President desires. The duties of this committee consist of working with all members to ensure the saving of various documents used throughout the existence of the association to reflect on the past history. The archive committee shall collect the minutes from the Secretary, financial statement from the Treasurer, the agenda from the professional committee, and other important documents. All information will be formatted into a consistent layout to be posted on the website by the website committee. The main goal of the archive committee is to preserve the history of this association through creating a library with past documents while creating an electronic library to be viewed on the website with the option of giving members a digital copy for their files.

Honorary Membership – Honorary Membership is awarded to a person who has contributed his or her invaluable support, leadership, dedication, motivation, and a commitment of time and resources for the betterment of the association. They will have been involved in the association through guidance, direction, and promotion of the association via vendors, community college officials, and various state

and federal agencies. They will have also offered expertise to improve the effectiveness of the association. We honor such a person by bestowing a great debt of gratitude upon them by making them an

Honorary Member. However, the Honorary Member shall not have any voting rights.

Ad-Hoc Committees - Committees shall be appointed by the President for a particular purpose as the

occasion arises, and cease to exist at the conclusion of the stated assignment.

### CHAPTER III AWARDS

#### A. President's Award

1. Each outgoing President will be presented a plaque at or near the end of his or her term of office. This plaque shall be 8" x 10" finished solid walnut, with a gold plated outline map of North Carolina attached, in which the letters "ACCFO" shall be engraved in bold, block-style letters.

2. The following statement will be engraved on the face of the plaque:  
"Presented to \_\_\_\_\_(Name)\_\_\_\_, \_\_\_\_ (Name of College)\_\_\_\_, in appreciation for distinguished service as President of the North Carolina Association of Community College Facility Operations." The fiscal year will be engraved underneath.

3. All features will be in appropriate proportions.

#### B. Retiree Awards

1. Retiree will submit in writing to the Awards Committee Chairperson his or her intentions to retire at least six (6) months in advance of the next semi-annual meeting of ACCFO.
2. A plaque will be awarded to retiring members at the semi-annual meeting prior to their retirement date, according to the following criteria:
  - a. Annual association dues for the retiree's college will have been paid for the preceding five years.
  - b. The retiree should have demonstrated active participation in the association, including but not limited to attendance to at least one-fourth of the conferences during his membership, and/or active participation on committees or other work of the association, or any combination thereof.
  - c. This plaque shall be 6" x 8" solid finished walnut, with a gold plated outline map of North Carolina attached, in which the letters "ACCFO" shall be engraved in bold, block-style letters.
  - d. The following statement will be engraved on the face of the plaque: "Presented to \_\_\_\_\_(Name)\_\_\_\_, \_\_\_\_\_(Name of College)\_\_\_\_, retiring member of the North Carolina

Association of Community College Facility Operations, in recognition of faithful service to the Association.” The date of retirement will be engraved underneath.

e. All features will be in appropriate proportions.

#### C. Out-going Officers Award

1. Each elected officer of the association, including district executive committee representatives and district presidents, will be awarded a certificate at or near the end of his or her term, and according to the following criteria:

a. The certificate shall be of professional quality, 8 1/2” x 11:, suitable for framing.

b. The certificate will have the state outline and letters “ACCFO” as described in section B. (d.) above, or as similar as possible.

c. The following statement will be printed on the certificate: “Presented to \_\_\_\_\_(Name)\_\_\_\_\_, \_\_\_\_\_(Name of College)\_\_\_\_\_, in appreciation for distinguished service as \_\_\_\_\_(Office held)\_\_\_\_\_ of the North Carolina Association of Community College Facility Operations.” The fiscal year will be printed underneath.

#### D. Special Awards

1. By Special action of the Executive Committee and/or majority consent of the voting members at a regular or called business meeting of the association, special awards may be made for conspicuous/significant contribution by a member or non-member, and may be a plaque, certificate, letter of commendation, scholarship award or other appropriate award agreed upon by the majority.

2. Such special action requiring expenses above \$100 shall be taken only by majority consent of the voting members at a regular or called business meeting of the association.

#### ACCFO Scholarship Guidelines:

The ACCFO organization membership consist of North Carolina Community College Maintenance Directors, Managers, Supervisors, Physical Plant Managers, and Foremen employed by North Carolina Community Colleges to oversee physical plant operations and building/grounds maintenance for their respective colleges. The ACCFO Scholarship is established to assist North Carolina residents who are enrolled or have met registration requirements as a full-time student in one of the General Maintenance, Mechanical, Electrical, HVAC, Plumbing, Drafting, Landscaping, Automotive or other Industrial Technology Division Programs. It is ACCFO’s expressed intent to enhance career opportunities for individuals in related

trades and maintenance fields. Recipients must remain enrolled full-time in the program and maintain a minimum GPA of 2.5 for the duration of the scholarship.

ACCFO will select and award three annual \$1,000.00 scholarships, as funds are available, during its Fall State Conference. A Community College will be selected from each district and awarded a \$1,000.00 scholarship. Once a college is selected, it will be ineligible to receive another scholarship until all community colleges in that district have been selected. (However, beginning with the ACCFO Fall State Conference in 2006 ACCFO will also issue a scholarship in the amount of \$1,000.00 to the College of the current President of the organization each year forward as funds are available. This revision is not retroactive.) The cycle will start over once all community colleges have received at least one scholarship.

ACCFO Scholarships:

1. ACCFO will select and award three annual \$ 1,000.00 scholarships, as funds are available, during its Fall State Conference. A Community College will be selected from each district and awarded a \$ 1,000.00 scholarship. Once the college is selected, it will be eneligible to receive another scholarship until all community colleges in that district have been selected. The cycle will start over once all community colleges have received at least one scholarship.

2. ACCFO will award a \$1,000.00 scholarship, during its Fall State Conference, to the college employing the organization's current state president, entitled the ACCFO State President Scholarship Award. This action will be a way of expressing thanks to the President's Community College for its support of his/her service to ACCFO over the years of holding office and performing duties for the organization.

#### E. One and Two Year Programs:

To qualify as a scholarship candidate, the individual must be a resident of North Carolina, enrolled full-time, with a minimum GPA of 2.5.

Programs will require completion of one semester before distribution of funds. If the student meets the appropriate qualification criteria, the funds will be distributed in equal payments to the recipient(s). All Federal Aid eligibility requirements must be met before distribution of ACCFO funds.

Scholarship funds are to be used for tuition, fees, and books initially. Scholarship funds are to be

deposited into an account established for the scholarship recipient(s) and distributed for purposes  
as  
directed by ACCFO guidelines. Balance of any funds not required for tuition, fees, and books will be  
issued to the recipient(s) during the last award semester.  
The selection will be determined by each college; however, at a minimum the committee will consist  
of at  
least one representative from the Physical Plant Department, department chairperson for the  
programs as  
listed in Section I, Paragraph "B", a representative from Financial Aid, and if applicable and  
appropriate, a representative of the College's Foundation. This committee will select, either one (1)  
or  
two (2), recipients and a like number of alternates.

I. ACCFO Awards Committee Responsibilities:

- a. To review scholarship guidelines on a regular basis and revise as necessary to keep current with  
the  
North Carolina Community College System and program advances.
- b. To provide participating colleges with ACCFO contacts responsible  
for questions concerning guidelines, distribution of funds, and notifications requested.

J. College Responsibility:

To advertise and promote availability of ACCFO Scholarship Program.

Designate staff to administer scholarship(s).

Notify recipient(s) of scholarship award and monitor scholarship requirements.

Complete Section A of the ACCFO Scholarship Fact Sheet form and return to the ACCFO Treasurer  
for release  
of scholarship funds. This request should be made within one year of receipt of notification that the  
scholarship is made available to the college.

Submit name and program of each scholarship recipient to the ACCFO Awards Committee  
Chairperson.

Notify the ACCFO President or Awards Committee Chairperson of any changes in award status or  
recipient(s).

ACCFO prefers all scholarship funds be awarded to the recipient(s) or alternate(s) to the  
fullest extent possible.

Amendments:

1995; Revised 2002

ACCFO LOGO Added October 2005

Revised 2006

Revised October 27, 2007

v Section 1, Article II, Purpose; Philosophy; Mission

v Chapter III, Awards, D, Special Awards, 7  
Include a new section (7); ACCFO State President Scholarship Award

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