



**Association of College and University Building Service Supervisors  
ACUBSS  
Constitution and By-Laws**

**ARTICLE 1**

Name

The name of this organization shall be “Association of College and University Building Service Supervisors.” The organization is hereinafter to be referred to as “ACUBSS.”

**ARTICLE 2**

Purpose

The purpose of ACUBSS shall be to advance the highest standards of professional management, modern methods, and educational programs in the institutional custodial care industry. It will provide its members with a forum for the exchange of information and ideas to help them better serve their respective institutions.

**ARTICLE 3**

Membership

Membership shall be made up of individuals in Building Service Management of Colleges, Universities, Hospitals and other related institutions. An annual fee is required to become a member. The fee structure will include individual memberships, institutional memberships and corporate memberships. The Board of Directors will set annual membership fees.

**ARTICLE 4**

Revenue

Revenues from the educational meetings and membership fees shall be kept in a separate account and are to be used only for ACUBSS business. Vendors will be charged a fee for setting up displays at the educational meetings (conferences); income to be used to supplement cost of educational meetings (conferences).

**ARTICLE 5**

Officers and Board Members

- A. ACUBSS will operate under the leadership of the Board of Directors.
- B. There will be a total of (11) elected officers and board members. Hereinafter to be referred to as the Board of Directors. The Board of Directors shall consist of the following positions: Elected Officers; President, President Elect, Secretary and Treasurer. Elected Board Members; (6).

- C. Elected Board Members will serve a two- (2) year term and may run for reelection at the end of their term.
- D. Secretary and Treasurer will serve a three – (3) year term and may run for reelection at the end of their term.
- E. President Elect must have served on the board at least one term and will serve a two - (2) year term as president elect, then a two – (2) year term as President.
- F. Each Board Member and elected Officers will have one vote at any Board Meeting. Board Members and Officers must be present at the meeting to vote.
- G. A quorum of the Board of Directors shall consist of a majority of the members present. In no case shall fewer than five votes carry any agenda items voted on by the Board.
- H. Members of the Board Of Directors are required to attend biannual Board meetings. If they are unable to attend the Board may review the member status. If a member needs to step down the Board will select and approve a replacement.

## **ARTICLE 6**

### Duties of Officers

The President shall:

- A. Be the Chairperson of the Board of Directors and shall be the presiding officer of the voting delegates (assembly) at the general membership assembly and at the educational meetings (conferences).
- B. Appoint tellers committee to conduct the election of officers in accordance with the by-laws and appoint members to all committees not otherwise provided for.
- C. Represent ACUBSS at other, related professional activities at his or her discretion and or appoint a substitute to serve in his or her stead.
- D. Perform or assign all administrative functions not already invested in members of the Executive Board.
- E. Keep the President Elect and Past President informed of all relevant activities, correspondence, etc.
- F. Serve as an unofficial member of all standing committees of ACUBSS and coordinate their activities.
- G. Perform all other duties as assigned by the membership assembly or as deemed necessary by the Executive Board.

- H. At the end of the term of office shall relinquish all records and materials to successor.

The President Elect shall:

- A. Perform all the duties of the President in the absence or incapacity of the officer.
- B. Become familiar with duties of the officers, committees, and activities of ACUBSS.
- C. Perform duties as assigned by the President
- D. Act as liaison between the conference host committee and the Board.
- E. At the end of term of office shall relinquish all records and materials to successor.

The Past President shall:

- A. Assist the President Elect as needed. Perform all the duties of the President in the absence of incapacity of the officer.

The Secretary shall:

- A. Record minutes at educational meetings (conferences), General Assembly meetings, and Executive Board meetings. Be prepared to read these minutes at future meetings. Keep permanent file on these minutes making them available on request for newsletter publication; provide copies for all ACUBSS officers and Board Members.
- B. Be responsible for all membership records; publish an up to date list membership list at least once a year.
- C. Handle all ACUBSS correspondence whenever possible. Maintain file on all correspondence.
- D. Duties as assigned by the President.
- E. At the end of term of office relinquish all records and materials to successor.

The Treasurer shall:

- A. Be jointly responsible with the Board Members for all monies of ACUBSS.
- B. Review and certify that all expenditures are made according to the budget or as otherwise noted in the constitution.

- C. Present a proposed annual budget to the Board before the start of the fiscal year, which shall run from July 1 through June 30.
- D. Be responsible for membership dues and conference fees.
- E. Duties as assigned by the President.
- F. Initiate and file tax papers.
- G. Initiate and file non-profit organization papers.
- H. At the end of term of office relinquish all records and materials to successor.

The Board of Directors shall:

- A. Be responsible for the administration and management of the affairs and monies of ACUBSS. These responsibilities shall include the following:
  - 1. Make and amend policies and procedures for the management of the affairs of ACUBSS and insure these policies and procedures are communicated to the members.
  - 2. Approve the annual operating budget.
  - 3. Review and approve programs for the educational meetings.
  - 4. Determine annual membership fees.
  - 5. Establish time and place for all educational meetings and membership assemblies.

## **ARTICLE 7**

### Meetings and Conferences

- A. Educational meetings shall be held once a year. The Board shall determine the date and place of each meeting in cooperation with the host school. The host organization shall notify members in ample time as prescribed by the Board.
- B. The General Assembly shall be held during the education meeting for the purpose of electing officers, review of the budget, and consideration of other business requiring a vote of the membership.
- C. Board meetings shall be called by the President or any two elected officials; meetings and related expenses shall be reimbursed by ACUBSS whenever possible.

## **ARTICLE 8**

### Nominations, Elections, and Voting

- A. Officers shall be elected at the annual General Assembly (conferences).
- B. Nominations can come from any member at the General Assembly.
- C. Each member in good standing present at the General Assembly is entitled to a single vote. The vote shall be by written ballot. The President will appoint tabulators to the Tellers Committee.
- D. A candidate will be declared the winner after securing a simple majority of the total votes. If a majority is not received on the first ballot, the candidate's name with the least number of votes will be dropped from the ballot and balloting will continue in this manner until the office is filled.
- E. In case of a vacancy in the Office of President, the President Elect shall automatically become President and complete the unexpired term for which he or she was elected. The Board shall act upon all other elective office vacancies.

## **ARTICLE 9**

### Dissolution and Prohibited Activities

- A. On the dissolution of ACUBSS, the Board, after paying or making provisions for the payment of all the liabilities of ACUBSS shall dispose of all its assets exclusively for charitable education, or scientific purposes as shall at the time qualify as an exempt organization under Section 501 C (3) of the Internal Revenue Code of 1984 (or the corresponding provisions of any future United States Internal Revenue Law) as the Executive Board determines.
- B. No part of the net earnings of ACUBSS shall insure the benefit of or be distributed to its members, trustees, officers, or other private persons, except ACUBSS shall be authorized and empowered to make payments and distributions in furtherance of the purposes set forth in Article 2. No part of the activities of the Association shall be carrying on propaganda or otherwise attempting to influence legislation.

## **ARTICLE 10**

### Parliamentary Authorization and Amendments

- A. ACUBSS will observe Robert's Rules of Order, revised, at all official meetings.
- B. Board Members and Officers may amend this Constitution at special meetings called for that purpose. Amendments must be published and made available to all members.

Revised: 4/1999 at University of Illinois

Revised: 8/2008 at Indiana University Southeast