

SEAHO CONSTITUTION

Last Updated: February 2016

ARTICLE I

Name

- The name of the organization by this constitution is the Southeastern Association of Housing Officers.

ARTICLE II

Mission

- SEAHO advances excellence in housing programs and staff by promoting best practices, networking, professional development and involvement opportunities.

Vision Statement

- We are the leading resource for the higher education housing industry in the southeast.

SEAHO Values

- We are **inclusive** because being open to all people and perspectives allows us to have a greater positive impact.
 - Welcoming and affirming the authentic presence and participation of all members.
 - Recognizing that all members deserve the opportunity to fulfill their full potential in service to the SEAHO membership and their home institutions.
 - Actively reviewing inclusive practices for all social identities and implementing them, as possible, at official SEAHO gatherings, events, and initiatives.
 - Providing proactive educational opportunities and resources for members to address issues of diversity, equity, and inclusion in their daily work.
- We are **connected** because sharing ideas, knowledge and resources is critical to the profession.
- We are **intentional** because it is important that our decisions and actions reflect our mission and vision.
- We value **collaboration** because we recognize that working together produces the best results.
- We emphasize **innovation** because our member needs are constantly changing with the academic landscape.
- We are an **ethical organization** because it is critical to member trust.

ARTICLE III

Membership

- Membership in the Association shall be defined and categorized in two ways: Institutional and Corporate Membership.
1. **Institutional Membership** – open to all institutions of higher education which have housing officers involved in the administration, operations, facilities management, and residential life in the ten Southeastern states of the United States (Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia). Each member institution shall be granted one (1) voting delegate member, generally served by the Chief Housing Officer of the institution (or delegate).
 - a. **Professional Affiliate Member** – Any individual who is employed by a member institution in the housing operations as defined above, is considered a Professional Affiliate Member of SEAHO.
 - b. **Associate Member** – any individual who is employed by an independently managed residence hall at any institution that qualifies for SEAHO membership who is not representing a registered Corporate Partner.
 - c. **Student Member** – any undergraduate or graduate student who is enrolled at an institution who is employed by or engaged with a member institution in the housing operations as defined above that qualifies for SEAHO membership.
 - d. **Faculty Member** – any faculty member who teaches at an institution that qualifies for SEAHO membership.
 - e. **Emeritus Member** – any individual who has retired from an institution that qualifies for membership or has left employment with a housing operation as defined above after five years experience.
 2. **Corporate Membership** – open to any business entity having a commercial interest in the housing profession.
 - **Corporate Partners** – any representative from a “for-profit” or “not-for-profit” business that is registered to attend the annual conference as vendor/exhibitor. Corporate partners may neither vote, nor be elected to office, but may serve on a committee or task force as appointed. At the Annual Conference, corporate partners can attend meals only covered by their registration, and may present a program to the membership with a Professional Affiliate Member serving as the primary presenter/contact.

ARTICLE IV

Officers and Governing Council

1. Officers: The officers of the Association shall be elected from among Professional Affiliate Members employed in housing-related area by member institutions and shall be as follows:
 - a. President
 - b. President-Elect
 - c. Past President
 - d. Secretary

- e. Treasurer
 - f. Director for Committees
 - g. Director for State Representatives
2. **President:** The President shall serve as the chief executive officer of the Association and chair of the Governing Council; preside over all meetings of the Association and the Governing Council; serve as liaison to the Association of College and University Housing Officers – International; perform all other duties as designated by the Governing Council and/or Association membership; and perform all other duties customary to such office which are not inconsistent with the Association’s Constitution and Bylaws. Shall chair and steward the development and implementation of the SEAHO strategic plan and serve on the SEAHO Budget Review Committee.
 3. **President-Elect:** The President-Elect shall preside at all Association functions in the absence of the President; serve as the chairperson of the Awards and Recognition Committee; prior to installation as President appoint incoming committee chairs, and perform other duties and responsibilities as assigned by either the President or the Governing Council. The President-Elect shall be elected at the annual conference for a three-year commitment of service, which includes one year in each of the offices of President-Elect, President and Past President. Shall serve on the SEAHO Budget Review Committee.
 4. **Past President:** The immediate Past President shall serve as an advisor to the Governing Council and the President; serve as chairperson of the Nominations and Election Committee; serve as coordinator of site selection and contracting for annual conferences; coordinate changes to the Constitution, By-Laws and Leadership Manual; and perform other duties and responsibilities as assigned by either the President or the Governing Council. Shall serve on the SEAHO Budget Review Committee.
 5. **Secretary:** The Secretary shall serve as the official correspondent and record keeper for the Association; and perform other duties and responsibilities as assigned by either the President or the Governing Council. The Secretary is elected for a two-year term. Shall serve on the SEAHO Budget Review Committee.
 6. **Treasurer:** The Treasurer shall serve as the custodian of all association funds and disbursements acting in good faith and serving in a fiduciary role to the Association; maintain a fidelity bond at least equal to the highest balance of association funds during the previous year; maintain careful and sufficient records to account for all association funds and make such records available to any member or officer of the Association upon request; serve as an ex-officio member of the Reserve Fund Committee; is the signature authority on all official contracts for the Association; and perform other duties and responsibilities as assigned by either the President or the Governing Council. The Treasurer is elected for a three-year term. Shall chair the SEAHO Budget Review Committee.
 7. **Director for Committees:** The Director for Committees is elected for a two-year term to work with SEAHO standing committees; serve as liaison between committee chairpersons and the Executive Board; work with task forces that may be appointed; serve on the SEAHO Budget Review Committee; and perform duties and responsibilities as assigned by the President or the Governing Council. Specific duties are outlined in the SEAHO Leadership Manual.

8. Director for State Representatives: The Director for State Representatives is elected for a two-year term to work with the ten SEAHO State Representatives; serve as liaison between state representatives and the Executive Board; serve on the SEAHO Budget Review Committee; and perform duties and responsibilities as assigned by the President or the Governing Council. Specific duties are outlined in the SEAHO Leadership Manual.
9. Governing Council: The Governing Council shall direct the operation and activities of the Association. The Council shall comprise the following:
 - a. The Association officers (President, President-Elect, Past President, Secretary, Treasurer Director of Committees and Director of State Representatives), each has voting privileges.
 - b. One representative from each of the ten member states, with voting privileges.
 - c. Standing committee chairs, appointed as a non-voting member.
 - d. SEAHO Report Editor: appointed by the President as a non-voting member.
 - e. Conference Coordinators from the prior year, current and future annual conferences, appointed as non-voting members.
 - f. Technology Coordinator, as a non-voting member.
 - g. Sage, as a non-voting member.
 - h. Archivist, as a non-voting member.
 - i. RELI Co-chairs, as non-voting members.
 - j. Other appointed positions as necessary, as non-voting members.
9. Executive Board: The Executive Board shall direct the operation and activities of the Governing Council. The Executive Board shall comprise the following:
 - a. President
 - b. President-Elect
 - c. Past President
 - d. Secretary
 - e. Treasurer
 - f. Director for Committees
 - g. Director for State Representatives
 - h. Sage
 - i. Technology Coordinator

ARTICLE V

Meetings

1. Membership: The membership shall hold a scheduled business meeting during the annual conference. This meeting is open to all members of the association.
2. Governing Council: The Governing Council shall meet at least once a year at a time and place selected by the President.
3. Committee: All committees shall convene as deemed necessary in order to fulfill their designated responsibilities.

ARTICLE VI

Association Activities

- The Association shall plan and present an annual conference and such other activities as may be determined to be of service to its members. Specific planning guidelines for the annual conference are found in the Conference Hosting Guide.

ARTICLE VII

Revenues and Expenditures

1. Association Funds

- a. Association funds shall be maintained in a manner that will serve to protect and preserve the integrity and financial stability of the Association and shall be used only in cases where expenditures clearly implement the general objective, mission, and purpose of the Association. Additionally, association funds may be used to defray the normal operating expenses of the Association.
- c. Association funds shall be maintained in the following accounts.
 - **Administrative Fund**
 - The Operating account is controlled by the Governing Council and shall be maintained in a FDIC insured account.
 - The Conference account is controlled by the Conference Coordinator in collaboration with the Treasurer and shall be maintained in a FDIC insured account.
 - **Reserve Fund**
 - Overall financial policy regarding the Reserve Fund account shall be established by the membership and carried out by the Reserve Fund Committee, comprised of the three most recent active annual conference coordinators and the three most recent active Association Presidents and approved by the Governing Council. Reserve Funds shall be maintained in a FDIC insured account.
 - Endowment Account as maintained through the ACUHO-I Foundation. The Annual Endowment spending balance shall be controlled by the Governing Council consistent with the mission, values and goals of the organization.
 - Other accounts deemed necessary and appropriate and approved by the Reserve Fund Committee and the Governing Council.
- d. Funds relating to the annual conference shall be under the control of the current conference coordinator and host committee until such time as any surplus is transmitted to the Treasurer to be deposited in Association accounts.
- e. The disposition of revenues of the Association into established fund accounts shall be determined by mutual agreement of the Reserve Fund Committee and the Governing Council in accordance with policies established by the Governing Council and this Constitution.

2. Revenues of the Association will consist of:

- a. Net income from the annual conference.
- b. Net income from other services and programs provided.
- c. Annual Conference Add-On Fee as recommended by the Governing Council and approved by the membership.
- d. Income from investments and interest bearing accounts of the Association.

3. Expenditures

- a. Funds necessary for the planning and development of the annual conference and other services deemed necessary and appropriate shall be appropriated by the Reserve Fund Committee in accordance with policies established by the membership and this Constitution.
- b. Funds necessary for the Annual Operating Budget for use by the Governing Council, the publication and distribution of the Association newsletter, *SEAHO Report*, and other such services deemed necessary and appropriate shall be appropriated by the Governing Council in accordance with policies established by the membership and this Constitution.

ARTICLE VIII

Dissolution

- In the event of the dissolution of the Association, the property, funds, and all other assets after liquidating any indebtedness shall be turned over to the Association of College and University Housing Officers - International.

ARTICLE IX

Amendment

- This Constitution may be amended by a two-thirds majority of the member institutions in attendance at any annual business meeting of the Association.
- All proposed Constitutional amendments must be first approved by the Governing Council by a simple majority vote.

BYLAWS

I. Voting

1. Each member institution in attendance at the annual business meeting shall be entitled to one vote on any issue that comes before the body.
2. All matters coming before the annual business meeting shall be decided by a simple majority vote of the member institutions in attendance.

II. Elections

1. The President-Elect, Secretary, Treasurer, Director of Committees and Director of State Representatives shall be elected at the annual business meeting of the Association.
 - a. The President-Elect shall be elected at the annual conference and shall serve until the next annual conference. The President-Elect shall automatically progress to the Presidency in the succeeding year and then to immediate Past President the following year. A three-year commitment is required. Candidates must have served a minimum of two years on the SEAHO Governing council or equivalent significant and measured service to the association as determined by the Nominations Committee.
 - b. The Treasurer shall be elected for a three-year term.
 - c. The Secretary shall be elected for a two-year term.
 - d. The Director for Committees shall be elected for a two-year term.
 - e. The Director for State Representatives shall be elected for a two-year term.
 - f. Ideally the two Director positions will be elected in alternate years.

by appointment of President. Current committee chairs' terms will end at the annual conference.

- Annual Conference Program Committee
 - Corporate Partners
 - Educational Programs Committee
 - Graduate Issues & Involvement Committee
 - Diversity, Equity and Inclusion Committee
 - Marketing and Organizational Promotion Committee
 - Career Support Services Committee
 - Research and Information Committee
 - RELI (chair-select and chair terms begin after the annual institute each summer.)
4. The chairpersons of the following standing committees will also serve as members of the Annual Conference Host Committee:
- Annual Conference Program Committee
 - Corporate Partners Committee
 - Educational Programs Committee
 - Diversity, Equity and Inclusion Committee
 - Career Support Services Committee
 - Marketing & Organizational Promotion Committee

V. Other Appointments

1. The Annual Conference Program Committee Chairperson-Select shall be appointed by the President-Elect, in consultation with the incoming Annual Conference Program Chair. The Program Chairperson Select shall automatically progress to the role of the Annual Conference Program Chairperson in the succeeding year.
2. The Sage will be appointed jointly by the President and President-Elect for a two-year term. The Sage will provide support, guidance, organizational memory, historical perspective and continuity to the Governing Council. The Sage will also oversee the work of the SEAHO Archivist. Attend Governing Council meetings as a non-voting member and serve on the SEAHO Budget Review Committee.

In making the appointment, the President and President-Elect will consider how active in SEAHO the prospective Sage has been, how long he or she has worked at an institution in the SEAHO region, along with his or her knowledge of SEAHO's history, traditions, and operations. The Sage will have been active in SEAHO a minimum of five years.

3. The Technology Coordinator will be appointed by the President and President-Elect for a two-year term. Reporting directly to the President, the Technology Coordinator serves as the chair of the Website Management Committee, liaison to the website developer, develops and executes with the President all technical contracts with third party vendors, identifies and implements technical solutions for the operational benefit of SEAHO, and attends Governing Council and Executive Board meetings as a nonvoting member.
4. *SEAHO Report* Editor: appointed by the President with non-voting privileges for a three-year term. The *SEAHO Report* Editor solicits and edits articles and submissions, and coordinates the production of the publication.

5. The Archivist is a non-voting, appointed position on the Governing Council with a suggested 10 year term of office. The Archivist reports to the SEAHO Sage and provides appropriate care and maintenance for SEAHO's historical artifacts. They are also charged with collecting appropriate documents and artifacts are collected each year, to ensure that our record-keeping is complete moving forward.
6. Conference Coordinator: is appointed by the President as a non-voting position on the Governing Council for a three-year term. The appointee serves as Conference Coordinator-select for the first year, as Conference Coordinator for the second, and Past Conference Coordinator for the third year. A full description of the position can be found in the Conference Hosting Guide.

VI. Fiscal Management

1. The Reserve Fund shall maintain a minimum balance that is equal to twice (2X) the average of the Operation Account from the past three years.

VII. Strategic Plan

1. Every five years SEAHO will develop a new strategic plan.
2. The president will chair the development and implementation process via committee or task force, to begin work at least one year prior to expiration of the current strategic plan.
3. Every five years the President will present a proposed new strategic for membership approval at the annual business meeting.
4. Governing Council members will be charged with serving as champions for specific goals related to their committee or position charge.
5. The strategic plan should be reviewed for progress and accomplishment at least twice each year; at the Governing Council Meetings.
6. The president will present a Strategic Plan Progress Report at the annual business meeting.

VIII. Amendment

1. Any Bylaws may be amended by a simple majority of the member institutions in attendance at any annual business meeting of the Association.
2. All proposed Bylaws amendments must be first approved by the Governing Council by a simple majority vote.

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