

# NEACUHO

Northeast Association of College and University Housing Officers



## CONSTITUTION AND BYLAWS

Valid Dates: April 9, 2018 – Present

### CONSTITUTION

#### Article I – Name

The name of this organization shall be the Northeast Association of College and University Housing Officers and hereafter shall be referred to as NEACUHO.

#### Article II – Mission

NEACUHO is a nonprofit organization of housing, residential life, and student services professionals and paraprofessionals within the Northeast region dedicated to providing opportunities for colleague support, professional development, sharing of information, collaboration, communication, research, and recognition of outstanding contributions to the field.

#### Article III – Principles and Purposes

The principles and purposes of NEACUHO shall be:

**Section 1.** To facilitate the affiliation and professional development of housing, residential life, and student services professionals and paraprofessionals within the Northeast region.

**Section 2.** To contribute to the knowledge and improvement of operational management and student development in housing/residence life programs for students and staff members in institutions of higher education at all professional levels.

**Section 3.** To act, both as individuals and as an organization, in a manner that is ethical, professional, and supportive of the value, dignity, and diversity of all individuals.

**Section 4.** To sponsor such activities and services that will contribute to the aforementioned objectives.

**Section 5.** To work with the Association of College and University Housing Officers - International (ACUHO-I) in promoting professional development opportunities for the region.

**Section 6.** To work with the Northeast Affiliate of College and University Residence Halls (NEACURH) in promoting a positive living environment for residence hall students.

## **Article IV – Membership**

**Section 1.** NEACUHO shall be open to institutions of higher education which have housing/residence life programs located in Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont. These institutions are eligible for institutional membership and/or participation in all NEACUHO conferences, workshops, seminars, meetings, or the like.

**Section 2.** “Member” is equivalent to the terms “Member Institution” and “Affiliate Member.” “Membership” is equivalent to the term “Institutional Membership” and “Affiliate Membership.” A “Delegate” is any person who attends a NEACUHO conference, workshop, seminar, meeting, or the like. When all or part of an institution’s housing is provided by a private company, the following membership guidelines will apply:

- a. If the only housing offered by an institution is provided by a private company, then the private company may become a member if the institution's designated authority approves in writing that the private company may represent the institution. If approved, the private company would be entitled to the same rights as an institutional member.
- b. If both the institution and a private company provide campus housing, then the institution's Senior Housing Officer will determine if the private company's employees will be included within the membership of the institution; or if the private company may represent the institution and become a recognized NEACUHO member. If the latter occurs, the private company will be entitled to the same rights as an institutional member provided the host institution's SHO specifies in writing that the private company may represent the institution.
- c. If both the institution and a private company provide campus housing for the institution but the Senior Housing Officer does not wish to include the private company's employees within the institution's membership, then the private company may become an Institutional member.

**Section 3.** Individuals may obtain a non-voting Affiliate Membership. Affiliate memberships exclude businesses, consultants or the like (see Article XI, j).

**Section 4.** The Executive Board may also grant membership in the case of governmental or non-profit organizations engaged in activities directly related to the purposes of NEACUHO.

**Section 5.** Membership in NEACUHO does not denote membership in the Association of College and University Housing Officers - International (ACUHO-I) as these are separate professional associations.

**Section 6.** Membership is granted to those eligible without regard to sex, race, color, creed, national origin, sexual orientation, age, gender identity, gender expression, or ability.

**Section 7.** The membership year for NEACUHO shall be from January 1 through December 31. Any member failing to pay annual dues by February 1 of the current membership year shall be considered a non-member until such time as membership is renewed.

**Section 8.** Member Institutions shall be entitled to send one or more delegates to attend the NEACUHO annual conference, workshops, seminars, meetings, or the like, whereas Affiliate Members shall be entitled to attend individually.

**Section 9.** Only housing officers at Member Institutions shall qualify for election to office on the Executive Board.

**Section 10.** Any member as defined in Article IV, Sections 2 & 3, shall qualify for an Appointed Board Member position on the Executive Board.

## **Article V – Dues**

Annual dues for membership will be established per the Bylaws and voted on yearly by the Executive Board.

## **Article VI – Representation and Voting**

**Section 1.** Each Member Institution shall have one vote for NEACUHO business or elections.

**Section 2.** Only one vote shall be recorded from each Member Institution represented at the business meeting held at the annual conference, or in the event of a ballot by other correspondence, one vote per Member Institution shall be recorded.

## **Article VII – Officers**

**Section 1.** The Executive Board shall consist of the Elected Officers (voting) and the following Appointed Board Members (non-voting): Chairpersons of committees, the Membership Coordinator, the Technology Coordinator, and task force Chairpersons as necessary.

### **Section 2.**

- a. The Elected Officers of NEACUHO shall be the President, President-Elect, the immediate Past-President, Treasurer, Treasurer-Elect, and six District Coordinators.
- b. The President-Elect shall be elected prior to the annual conference at which the office will be assumed and automatically progress to the offices of President and immediate Past-President at the succeeding annual conferences provided membership in NEACUHO is maintained.
- c. The immediate Past-President shall serve a one-year term concluding at the close of the annual conference.
- d. The Treasurer-Elect shall be elected prior to the annual conference at which the office will be assumed and automatically progress to the office of Treasurer at the succeeding annual conference provided membership in NEACUHO is maintained.
- e. The Treasurer shall serve a one-year term concluding at the close of the annual conference.
- f. The District Coordinators shall be elected to serve two-year terms.
- g. The term of every elected office shall begin at the close of the annual conference immediately following the election and conclude at the close of the corresponding annual conference at the end of the term.
- h. Current elected members may not run for another elected position until the final year of their current term.
- i. No member shall hold more than one position on the Executive Board at a time.
- j. The President, President-Elect, Treasurer, and District Coordinators may not serve consecutive terms in the same office. (Exception: Article VII, Section 5d)
- k. The ACUHO-I Regional Affiliations Director or designee shall be an ex-officio member of the Executive Board.

**Section 3.** The Elected Officers of NEACUHO shall have the authority to vote during Executive Board meetings or for the purpose of other official NEACUHO business.

**Section 4.** The President shall only vote if there is a tie among the Elected Officers.

**Section 5.**

- a. In the event of a vacancy in the office of President, the President-Elect shall assume the office of President.
- b. In the event of a vacancy in the office of immediate Past-President, a Past-President shall be appointed to the position or the position shall remain vacant at the discretion of the President and approval of the Elected Officers.
- c. In the event of a vacancy in the office of President-Elect, the position shall be filled via a special election within 60 days.
- d. In the event of a vacancy in the office of Treasurer, the Treasurer-Elect shall assume the office of Treasurer.
- e. In the event of a vacancy in the office of Treasurer-Elect, the position shall be filled via a special election within 120 days.
- f. In the event of a vacancy in the office of Treasurer-Elect, the President, with 2/3 approval of the Elected Officers, may appoint a member to serve as Interim Treasurer-Elect for a period of up to 120 days until a special election is held. In the event of a vacancy in the office of District Coordinator, the President, with approval of the Elected Officers, may appoint a member for a period up to 60 days until a special election is held. The person elected to complete the term shall be eligible to seek a full term.

**Section 6.** Nominations for election of officers of the Executive Board shall be solicited and coordinated by the immediate Past-President.

**Section 7.** District Coordinators shall be nominated by any member of NEACUHO and elected by the respective districts – Connecticut/Rhode Island, Maine/New Hampshire, Massachusetts, Eastern New York/Vermont, Metro New York, and Western New York. District Coordinators must be employed by a member institution in the represented district.

**Article VIII – Conduct of Business**

**Section 1.** NEACUHO shall meet annually in conference at the convenience of the host institution and with the agreement of the Executive Board.

**Section 2.** NEACUHO shall conduct a business meeting during each annual conference. Member Institutions in attendance will be recorded and the total representation announced at the business meeting.

**Section 3.** Any matters that the President or the Executive Board may wish to refer to the membership at times when the annual conference is not in session may be submitted to the membership by correspondence.

**Section 4.** Results of the election of officers to serve on the Executive Board shall be announced no later than at the annual business meeting.

**Section 5.** The Executive Board shall meet a minimum of four times a year to conduct organization business.

**Section 6.** NEACUHO members shall be invited to gather during the Annual Conference & Exposition of ACUHO-I in the ongoing effort to educate members about both organizations.

**Section 7.** When at least ten percent of a quorum of Members asks for a Membership meeting, an elected officer of the organization must call such a meeting.

## **Article IX – Control of Funds**

**Section 1.** The Treasurer and Treasurer-Elect shall be responsible for the receipt and disbursement of all funds using established NEACUHO financial guidelines. A bank account convenient to the Treasurer's location shall be established as a depository of such funds. Two Elected Officers, not including the Treasurer and Treasurer-Elect, must sign for requests on any expenditure by NEACUHO.

**Section 2.** An external audit shall be done annually. This shall include confirmation of compliance as a tax-exempt, nonprofit organization.

**Section 3.** The fiscal year shall begin on January 1 and end on December 31.

**Section 4.** NEACUHO funds shall be apportioned as follows:

- a. **Operating Budget** – The annual budget created through, and confirmed by, the organization's approved financial processes.
- b. **Contingency Fund** – Accessible only in extraordinary situations with approval of the organization as described in Section 5 below. The Contingency Fund shall be maintained at a level equal to or greater than the annual Operating Budget.
- c. **Reserve** – Not readily accessible; set aside for specific, identified and tangible long-term goals. This amount would be dictated by the organization's long-term goals.

**Section 5.** In the event that accessing the Contingency Fund is under discussion, an affirmative vote from at least two-thirds (2/3) of the voting members, including elected members at an Executive Board meeting or registered delegates at the annual Business Meeting, is required to approve any expenditures from the Contingency Fund.

## **Article X – Amendments**

**Section 1.** Constitution

- a. The Constitution may be amended by a 2/3-majority vote of the Member Institutions in attendance at the annual business meeting held at the annual conference; or in the event of a ballot by other correspondence, by a 2/3-majority vote of the respondents.
- b. Any member of NEACUHO may propose amendments to the Constitution. Such proposals shall be made in writing, endorsed by at least three other Member Institutions, and forwarded to the President at least one month prior to the annual business meeting at which it will be presented to the membership.
- c. The President, with majority approval of the elected officers, may propose Constitutional amendments.

- d. Only one vote shall be recorded from each Member Institution represented at the business meeting held during the annual conference, or in the event of a ballot by other correspondence, one vote per Member Institution responding shall be recorded.
- e. Amendments to the Constitution shall be made known to NEACUHO at the time notice is provided of the annual conference or as part of the annual conference publication.

## Section 2. Bylaws

- a. The Bylaws may be amended by a 2/3-majority vote of the Member Institutions in attendance at the annual business meeting held at the annual conference, by a 2/3-majority vote of the respondents in the event of a ballot by correspondence, or by a 2/3-majority vote of the Elected Officers.
- b. Any member of NEACUHO may propose amendments to the Bylaws. Such proposals shall be made in writing, endorsed by at least three other members, and forwarded to the President prior to an Executive Board meeting at which it will be presented to the Executive Board.
- c. The President, with majority approval of the Elected Officers, may propose amendments to the Bylaws.
- d. Amendments to the Bylaws shall be made known to NEACUHO as part of the annual conference publication.

## Article XI – Definition of Terms

- a. **New Professional:** Three years or less post-baccalaureate, full-time housing experience.
- b. **Mid-Level Professional:** Four to seven years post-baccalaureate, full-time housing experience, and/or a mid-level titled position.
- c. **Senior Level Professional:** Eight or more years post-baccalaureate, full-time housing experience, and/or a senior level/senior housing officer position.
- d. **Paraprofessional:** Generally, though not necessarily, any housing staff member employed less than full-time; includes, but not limited to, graduate students, interns, resident assistants, and support staff.
- e. **Institutional Contact:** Individual designated by a Member Institution as the primary contact for any organizational correspondence.
- f. **Voting Delegate:** Individual designated by a Member Institution to attend and vote at the NEACUHO business meeting held during the annual conference.
- g. **Eastern New York District:** New York State members whose zip code begins with “12.”
- h. **Metro New York District:** New York State members whose zip code begins with “10” or “11.”
- i. **Western New York District:** New York State members whose zip code begins with “13” or “14.”
- j. **Corporate Affiliate:** A vendor who supports NEACUHO at a level determined by the Executive Board (Bylaws 4, Section 1). There shall be specific incentives for this designation.
- k. **Quorum:** 51% of elected officers in attendance at an executive board meeting; 51% of members in attendance at a business meeting.

# BYLAWS

## 1. Duties of Elected Officers

- a. Responsible for the overall management of the organization.
- b. Attend the annual conference and all Executive Board meetings, as well as Elected Officer meetings called at the discretion of the President for the general administration of conducting business and activities.
- c. Adhere to established NEACUHO guidelines for processes which include but are not limited to, Committee chair appointments, financial transactions, and publications guidelines.
- d. Assist in the ongoing efforts of member recruitment.
- e. As a professional in a volunteer organization, if personal circumstances or professional duties begin to hinder the ability to perform the duties listed, it is expected that a resignation letter be forwarded to the President; or in the case of the President, to the immediate Past-President.

### Section 1. The President shall:

- a. Preside over all meetings of NEACUHO and be responsible for the general administration of conducting business and activities.
- b. Interact with and encourage vendor relationships as well as maintain the marketability of the organization.
- c. Appoint those task forces and project teams that appear to be necessary for proper functioning.
- d. Solicit agenda items from the Executive Board prior to meetings.
- e. Provide direct liaison contact to standing committees.
- f. Maintain clear lines of communication regarding established goals, expectations, and special charges with the Executive Board.
- g. Appoint a parliamentarian as necessary for the purpose of aiding with meeting decorum.
- h. Appoint an historian as necessary for the purpose of providing context during board discussions.
- i. Communicate with the Regional Affiliations Director for ACUHO-I.

### Section 2. The President-Elect shall:

- a. Assume the responsibility of the President in the President's absence.
- b. Recommend one Appointed Board Member, subject to Executive Board approval, for each Committee as well as any task forces or project teams that are deemed necessary.
- c. Coordinate the selection of subsequent annual conference site(s) by chairing a Time and Place Committee that includes a past Annual Conference Committee chair, the Program Committee chair, and the Corporate Relations Committee chair.

- d. Meet with all new Executive Board members prior to the first Executive Board meeting to set clear expectations, goals, and special charges.
- e. Provide direct liaison contact to Committees.

**Section 3. The immediate Past-President shall:**

- a. Coordinate all required election processes.
- b. Chair a committee which includes two Past-Presidents and two past award winners, for the purpose of awarding and recognizing exemplary service to NEACUHO and to the profession.
- c. Provide direct liaison contact to standing committees.
- d. Complete and submit all required state and federal documents regarding NEACUHO's annual operations including, but not limited to, non-profit status, insurance renewal, and conflict of interest waiver.
- e. Accept delegated responsibilities the President may assign.

**Section 4. The Treasurer shall:**

- a. Be responsible for the receipt and distribution of all funds utilizing established financial guidelines.
- b. Establish a bank account convenient to the Treasurer's location for the depository of funds.
- c. Chair the Finance Committee made up of the Treasurer-Elect, one other elected officer, and one appointed board member as well as three additional members. Ideally the seven person committee is representative of each of the six districts.
- d. Provide a written financial report at the annual business meeting and Executive Board meetings.
- e. Coordinate an external audit process annually and report results to the membership.
- f. Accept delegated responsibilities the President may assign.

**Section 5. The Treasurer-Elect shall:**

- a. Assume the responsibility of the Treasurer in the Treasurer's absence.
- b. Assist the Treasurer with the receipt and distribution of all funds utilizing established financial procedures.
- c. Serve as the Vice-Chair of the Finance Committee made up of the Treasurer, one other elected officer, and one appointed board member as well as three additional members. Ideally the seven person committee is representative of each of the six districts.
- d. Assume the responsibility of Chair of the Finance Committee in the Treasurer's absence.
- e. Assist the Treasurer with providing a written financial report at the annual business meeting and Executive Board meetings.
- f. Assist the Treasurer with coordinating an external audit process annually in accordance with Article IX, Section 2 of the Constitution and By-Laws and report results to the membership.
- g. Accept delegated responsibilities the President and/or Treasurer may assign.
- h. Report to the Treasurer.



**Section 6. The District Coordinators shall:**

- a. Serve as the primary liaison of the designated district for all NEACUHO business to the Executive Board.
- b. Coordinate with the Membership Coordinator in the area of membership and recruitment, and as such serve as the primary membership coordinator for the district. Communication should occur at least twice per semester to each member institution.
- c. Coordinate with the appropriate Committee all new participant functions at the annual conference including orientation and support services.
- d. Assist in determining and securing sites for future NEACUHO events as requested.
- e. Accept delegated responsibilities the President may assign.

**2. Duties and Selection of Appointed Board Members**

**Section 1. Selection**

- a. Unless otherwise noted, appointments are a one-year term (annual conference to annual conference) subject to approval by the Executive Board.
- b. The President-Elect shall establish and publish a timeline and coordinate the appointment process, seeking nominations from a balanced representation of the members including geographic area, types of institutions, minorities, and women. Positions are open to all members and current appointments may reapply each year.
- c. If a vacancy occurs during the year, the President, with approval of the Elected Officers, shall appoint a new chair from the applications received during a selection process.
- d. Assist in the ongoing efforts of member recruitment.
- e. As a professional in a volunteer organization, if personal circumstances or professional duties begin to hinder the appointed board member's ability to perform the duties listed, it is expected that a resignation letter will be forwarded to the President.

**Section 2. The Secretary shall:**

- a. Record and distribute the minutes of all meetings for Executive Board approval within 30 days after the meeting, and subsequently communicate approved minutes to the overall membership.
- b. Record official business occurring via electronic means, conference call or the like, in minutes to be voted on for approval at the next meeting of the Executive Board.
- c. Maintain and pass on all NEACUHO correspondence and documents.
- d. Retain and organize historical archives to maintain organizational continuity.
- e. Report to the President.
- f. Accept delegated responsibilities the President may assign.

**Section 3. The Membership Coordinator shall:**

- a. Be appointed using the established process for a two-year term.
- b. Serve as point person for all membership issues which include managing the membership database, keeping appropriate statistics, and maintaining a master list of all eligible institutions in the region.
- c. Coordinate membership recruitment activities in collaboration with the District Coordinators.
- d. Publish and distribute the membership directory consistent with publication guidelines and formats.
- e. Attend the annual conference and all Executive Board meetings.
- f. Report to the President.
- g. Accept delegated responsibilities the President may assign.

**Section 4. The Technology Coordinator shall:**

- a. Be appointed using the established process for a two-year term.
- b. Maintain and update the organization's website and manage the organization listserv.
- c. Create and publish all conference and event registration forms.
- d. Assist the Membership Coordinator with registrations and renewals.
- e. Assist the Annual Conference Committee with Guidebook.
- f. Attend the annual conference and all Executive Board meetings.
- g. Report to the President.
- h. Accept delegated responsibilities the President may assign.

**Section 5. The Webmaster shall:**

- a. Be appointed using the established process for a two-year term.
- b. Assist with maintaining and updating the organization's website.
- c. Attend the annual conference all Executive Board meetings.
- d. Report to the Technology Coordinator.
- e. Accept delegated responsibilities the President may assign.

**Section 6. The Assessment Coordinator shall:**

- a. Be appointed using the established process for a two-year term.
- b. Coordinate assessments and maintain data for all conferences and events.
- c. Prepare overview of each conference and event for review at the next Executive Board Meeting.
- d. Attend the annual conference and all Executive Board meetings.
- e. Report to the President.
- f. Accept delegated responsibilities the President may assign.

### **Section 7. The Committee Chairs shall:**

- a. Be appointed using the established process for a one-year term.
- b. Attend the annual conference and all Executive Board meetings.
- c. Coordinate the activities of the committee and report to the designated Elected Officer.
- d. Prepare a written report prior to each Executive Board meeting that includes committee goals, activities, and an active member list.
- e. Accept delegated responsibilities the President may assign.

### **Section 8. Committee Members shall:**

- a. Be a member of NEACUHO as outlined in Article IV, Sections 1 & 2.
- b. Clearly communicate NEACUHO committee responsibilities to the manager(s)/supervisor(s) at one's home institution.
- c. Maintain contact with the committee chair.
- d. Make every effort to attend the summer workshop meeting.
- e. Actively participate when attending organization sponsored events, conferences, and the like.
- f. Be realistic with respect to the time commitment necessary to complete tasks.

### **Section 9. Committees**

- a. **Annual Conference Committee:** The purpose of this committee is to plan, implement, and coordinate the annual conference of NEACUHO. This includes but is not limited to: promotion, registration, social events, housing, dining, and all support activities. The committee is made up of current members from around the region. When possible, all six districts and membership experience levels should be reflected in the committee makeup. The current Treasurer and Corporate Relations Committee Chair will serve as ex-officio members of this committee. Reports to the President.
- b. **Corporate Relations Committee:** The purpose of this committee is the recruitment of vendors, Corporate Affiliates, and corporate sponsors to support NEACUHO's programmatic and operational needs throughout the year. In addition, this committee is responsible for soliciting vendors for the vendor fair at the annual conference. This committee works in conjunction with the Annual Conference Committee and the Program Committee in planning the annual conference. Reports to the President.
- c. **Equity, Diversity, and Inclusion Committee:** The purpose of this committee is to coordinate and promote with NEACUHO professional development offering a level of equity, diversity, and inclusion within a social justice lens. The committee will ensure that all offerings within the association identify programs and activities that represent those who come from any marginalized identity. Lastly, the committee will ensure that environments created by the association are safe and equitable for the entire membership. Reports to the President-Elect.
- d. **Media and Publications Committee:** The purpose of this committee is to gather current information from members and committees for publication purposes. This committee shall publish a newsletter a minimum of four times a year, as well as create and maintain NEACUHO publication guidelines. In addition, this committee shall develop other publications as assigned. Reports to the Past-President.

- e. **New Professional Development Committee:** The purpose of this committee is to provide a system to welcome, support, and educate new professionals and paraprofessionals through a variety of activities, social events, and professional networking opportunities. Specifically this includes the following activities: educating about current trends and topical issues, the coordination of RD2B, the coordination of the New Professional orientation at the annual conference, and the coordination and implementation of the New Professional conference. Reports to the President.
- f. **Professional Development Committee:** The purpose of this committee is to provide a system to welcome, support, and educate mid-level and senior level professionals. This includes but is not limited to developing resources, educating about current trends and topical issues, training, and professional networking opportunities. Additionally this committee shall be responsible for the coordination and implementation of a Drive-In Conference & a Mid-level Institute as well as determining award winners as appropriate (Bylaws 5, Section 4). Reports to the President.
- g. **Residential Education Committee:** The purpose of this committee is to coordinate and organize activities and programs related to residential education. This includes the specific areas of residential curriculum, residential colleges/affinity housing, living learning communities, shared student experience focused on class or housing type, and housing assessment practices. The committee shall work to promote education and awareness around these topics and to support members of NEACUHO involved in this aspect of the housing profession. Reports to the President-Elect.
- h. **Residential Operations Committee:** The purpose of this committee is to coordinate and organize activities and programs related to residential operations. This includes the specific areas of housing assignments, conference services, assessment, technology, residential facilities, and food services. The committee shall work to promote education and awareness around these topics and to support NEACUHO members involved in this aspect of the housing profession. Reports to the President-Elect.

### 3. Elections

**Section 1.** The immediate Past-President shall coordinate the nomination process for elections at least 45 days prior to the annual conference, seeking candidates from a balanced representation of the members including geographic area, types of institutions, minorities, and women. Positions are open only to housing officers at Member Institutions.

**Section 2.** In order to fully inform voting members, nominees' candidate statements must outline experience, skills and expertise that indicates knowledge specific to the position.

**Section 3.** The immediate Past-President shall report election results no later than the annual conference business meeting.

**Section 4.** A candidate must receive a majority of votes cast by correspondence to be elected. Each Member Institution may cast one vote.

**Section 5.** If necessary, a run-off election shall be held between the individuals receiving the two highest numbers of votes as outlined in Bylaws 3, Section 4.

**Section 6.** In the event of a special election, the immediate Past-President shall coordinate the election process within 60 days and report the results to the membership.

#### 4. Annual Dues and Expenditures

**Section 1.** The Executive Board shall determine annual dues for Institutional Membership, Affiliate Membership, and Corporate Affiliates, no earlier than April 1 and no later than July 1 for the following membership year.

**Section 2.** The Elected Officers shall approve budget allocations within the scope of the overall budget.

**Section 3.** Budget and goal worksheets shall be submitted prior to being discussed by the Elected Officers.

#### 5. Recognitions

**Section 1.** The following awards may be presented at the annual conference each year as determined by the immediate Past-President using established guidelines:

- a. **Chester Titus Outstanding Service Award:** An award given to an individual who has most significantly contributed to the NEACUHO organization during the previous year.
- b. **Distinguished Service Award:** An award given to an individual who has been a NEACUHO member for an extended period of time and has contributed significantly to the direction, administration and governance of the organization.
- c. **Charles “Chuck” Lamb Lifetime Service Award:** An award given to a NEACUHO member who has made a career in or has maintained business relations with the college/university setting and made an on-going and positive contribution to students, colleagues and NEACUHO. This award honors Charles “Chuck” Lamb for his long term commitment to NEACUHO and the housing profession as well as for being a role model, mentor, colleague and friend.
- d. **Elizabeth Sinkiewicz Reid New Professional Award:** An award given to a new professional who has contributed significantly to both the home institution and to the NEACUHO organization during the previous year. Named for the late Elizabeth Sinkiewicz Reid, former Director of Residential Life at Wentworth (also served at WPI and Westfield State College), for her contribution to and support of NEACUHO in the role of Member-at-Large and Secretary. Elizabeth continually worked to promote new professionals’ involvement and development not only in NEACUHO, but also on her own campus.
- e. **Women’s Issues Outstanding Achievement Award:** An award given to an individual who is a mentor and role model and has assisted in the development of new female professionals; is respected by peers and colleagues; has made significant contributions to the field, institution and/or NEACUHO; as well as contributed to the research or distribution of information related to the preservation of women’s voice, gender issues and/or issues impacting women.
- f. **Diversity Award:** An award given in the form of a plaque to an individual who has demonstrated exceptional service in the areas of social justice and diversity through advocacy, leadership, mentorship, educational initiatives or programming at the home institution and/or to NEACUHO.

**Section 2.** The following awards may be presented each year at the annual conference as determined by the immediate Past- President using established guidelines:

- a. **Rising Star:** An award given to a new professional for the purpose of attending the upcoming ACUHO-I Annual Conference & Exposition for the first time.

- b. **Professional Development:** An award given to a NEACUHO member to attend the upcoming ACUHO-I Annual Conference & Exposition.
- c. **James Casey New Professional:** An award in the amount up to \$350 to be used towards registration for the upcoming NEACUHO Annual Conference. Named for the late James Casey, former Director of Residential Life at SUNY Cortland and one of the founding members of NEACUHO, for his contribution to and support of NEACUHO in many roles, most notably his efforts to empower entry level new professionals in the housing/residential life field.
- d. **NEACURH to NEACUHO:** An award to a NEACURH member from a NEACUHO member institution to attend the upcoming NEACUHO Annual Conference.

**Section 3.** The following awards may be presented each year at the annual conference as determined by the Program Committee using established guidelines:

- a. **Best of the Northeast**
- b. **First Time Presenter**
- c. **Case Study Winner(s)**

**Section 4.** The following award may be presented each year at the annual conference as determined by the Professional Development Committee using established guidelines:

- **Best of the Drive-In Conference**

**Section 5.** The following award may be presented each year at the annual conference as determined by a group of four Past-Presidents in consultation with the immediate Past-President using established guidelines:

- **Past-President Professional Development Award:** An award given to a NEACUHO member to attend three one-day events sponsored by NEACUHO. Funding for this award comes from the Past-President's fund established in 2004 in honor of all the Past-Presidents with the hope that professionals at northeast colleges and universities may benefit by the offerings of the association.

**Section 6.** The following status may be bestowed upon an individual who is retired from full-time employment in an effort to recognize lifetime achievements and substantial contributions to NEACUHO and the profession as determined by the immediate Past-President using established guidelines:

- **Member Emeritus:** Individuals so designated will receive a lifetime Affiliate membership to NEACUHO and the ability to attend any NEACUHO conference without cost.

## 6. Procedure

Rules contained in the most recent edition of Robert's Rules of Order Newly Revised shall apply in those cases not covered by the Constitution and Bylaws.

*Ratified: April 11, 2003*

*Bylaws Section 6 i. (Risk Management & Legal Issues Committee) removed February 13, 2017*

*Constitution Article IV, Section 7 & Article IX, Section 3; amended: April 7, 2017*

*Treasurer-Elect position addition and Senior Housing Officer language and related changes adopted 10/2017*

*Outstanding Service Award named for Chester Titus and Secretary role changed from voting/elected to non-voting/appointed, 03/2018*